



**JOB POSTING – ASSISTANT CONFERENCE COORDINATOR
SUMMER STUDENT POSITION**

The Alberta Council for Global Cooperation (ACGC) is looking for a student to fill the position of Assistant Conference Coordinator at our office in Edmonton. This position will require a time commitment of 10 weeks (37.5 hours/week).

POSITION TITLE:	Assistant Conference Coordinator
POSITION TYPE:	10 weeks starting May 2018, with possibility of extension
REPORTS TO:	Executive Director
APPLICATION DEADLINE:	Friday, May 4th, 2018 Midnight MDT
WAGE:	\$17.50/hour

Responsibilities:

Reporting to the Executive Director, the **Assistant Conference Coordinator** will be responsible for contributing to the planning and overseeing of details related to the production of a two-day public event. As a member of the ACGC team, this position will also contribute to the development, review and attainment of the organization's vision, mission, values and strategic goals. Responsibilities include but are not limited to the following:

- Assist in the planning and overseeing of a two-day public event scheduled for November 2018. Details include booking speakers, obtaining sponsorship, arranging venues, booking travel arrangements, confirming hospitality, managing registration, preparing packages, etc.;
- Work with ACGC staff to:
 - determine a direction and vision for the public event, and seek out opportunities for engaging speakers, workshops, and panels to support that vision;
 - include wide representation of various groups, including diaspora groups, youth, Indigenous groups, private sector, and civil-society organizations, in the planning and in the attendance, at the event;
 - achieve desired public engagement objectives including increased awareness of the role Albertans play in international development and cooperation efforts around the world;
- Work with ACGC staff and the youth advisory committee to develop youth programming;
- Develop attendee recruitment strategy, targeting various stakeholder groups. Manage conference registration and plan timely and relevant communications to registered attendees.
- Work with staff to implement a comprehensive communication strategy for the event, including assisting with the development and maintenance of a social media strategy that will promote and publicize the event
- Prepare and submit evaluation reports on the various activities undertaken as required for monitoring and evaluation purposes;
- Other administrative tasks as required.

The ideal candidate will:

- Have demonstrated success in a similar role either through direct work experience or through community work on a regular basis via volunteering or other community opportunities.
- Have strong knowledge of project management and event planning especially related to international development and social justice issues;
- Have a strong understanding of international development and cooperation combined with exceptional understanding of global citizenship and public engagement principles;
- Have strong communication skills (both written and verbal), and the ability to adapt communication style in a manner that is suitable and appropriate for various stakeholders;
- Proven ability to problem solve and think independently.
- Have excellent organizational skills with a demonstrated ability to organize multiple tasks and appropriately prioritize activities;
- Have excellent interpersonal skills with the ability to respect the values and differences that all members of a small team bring to an office environment;
- Demonstrated ability using event planning software and technology; experience in Google Apps

Eligibility:

As this position is funded in part by Canada Summer Jobs, a component of the Youth Employment Strategy, through the Government of Canada, eligibility requirements require that the applicant:

- must be between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Position Details:

This position will report directly to the Executive Director and it is envisioned that the position will be based at the ACGC office in Edmonton although alternative arrangements can be suggested if required. Hours of work can be flexible to accommodate successful applicants. The successful candidate must be willing to work occasional evenings and weekends, and may be required to travel.

ACGC is strongly committed to diversity within its community, and especially welcomes applications who may contribute to the further diversification of ideas in the workplace, including visible minority group members, Indigenous persons, persons with disabilities, and members of under-represented gender and sexual orientation groups.

To apply: Interested applicants must submit a **cover letter, résumé, and the names of two references** to director@acgc.ca by **Friday, May 4, 2018**. While we appreciate all applications, only those candidates selected for interview will be contacted.

Alberta Council for Global Cooperation (ACGC)

The Alberta Council for Global Cooperation (ACGC) is a coalition of voluntary sector organizations located in Alberta, working locally and globally to achieve sustainable human development. We are committed to international cooperation that is people-centered, democratic, just, inclusive, and respectful of the environment and indigenous cultures. We work towards ending poverty and achieving a peaceful and healthy world, with dignity and full participation for all.

For more information about ACGC please visit www.acgc.ca.