

Organization: Afghan Canadian Islamic Community

Position Title: Event Coordinator

Hourly Rate: \$14.25

Department: Afghan Committee Empowerment

Reporting to: Afghan Committee Empowerment

Type: Part Time, Contract (35 hours per week June 25 – August 20, 2021)

Application Deadline: June 15- 2021 at 5:00 PM

Position start date: 2021 - 06 - 25

Job Summary:

We are looking for a positive, compassionate Event Coordinator to schedule and coordinate events in an effort to engage ACIC members.

The Event Coordinator will create and handle the logistics for daily, weekly, and monthly online and in person events. He/She will assist in developing programming and co-facilitates the ACE Programs and Activities; providing field placement guidance and support, and to assist in the development of ACE led community initiatives within a community development framework.

Responsibilities:

- Handling logistics to make the event possible, such as making phone calls, advertising, managing inventory and budgets, training and motivating volunteers, and coordinating transportation if needed.
- Observing participants at online/ in person events to gauge their enjoyment and obtain their feedback to improve events and reporting medical concerns or observations.
- Assists in planning and implements activities that enhance positive leadership qualities provides peer-support to other members of the program team
- Planning and facilitating daily, weekly, and monthly online and in person events to encourage socialization, relaxation, and recreation.
- Liaisons with ACIC staff and other community partners if needed
- Assists in conducting recruitment, registration, maintain files and daily attendance
- Assists in monitoring and maintaining adequate supplies and equipment for programming
- Providing participants with instructions for the event, ensures all programming meets Health and Safety Standards

Qualifications:

- Willingness to adhere to and enforce all ACIC policies and procedures.
- Working various shifts including evenings, weekends, holidays and shift work.
- Flexibility over the course of the work term as staff can be re-deployed to various locations, shifts and/or assigned a variety of job responsibilities on a day-to-day basis.
- Demonstrated ability to work effectively as part of a team in a leadership capacity, as well as work independently.
- Previous experience working outdoors and dealing with customers is preferred and experience with managing online events.
- Participate in the delivery, set up, takedown, clean-up and support for community and special events.
- Detail-oriented and possess excellent time management skills.
- Excellent interpersonal and problem solving skills.
- Ability to pass a police background check.
- Excellent oral and written English and Dari communications skills.

Due to Canada Summer Jobs Funding the Candidate Must:

- (a) be between 15 and 30 years of age (inclusive) at the start of employment;**
- (b) is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and**
- (c) is legally entitled to work according to the relevant provincial/territorial legislations and regulations.**
*** International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or Permanent Residents.**
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;**

Afghan Canadian Islamic Community is an equal opportunity employer who values the diversity of individuals in our programs and services.

If contacted for an employment opportunity, please advise us if you require accommodation.

We thank all who apply, however, only those candidates selected for an interview will be contacted.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.

How to apply:

**Please submit your resume and cover letter as one document to:
info@afghancanada.com**