



Public Affairs Coordinator, Ottawa

Aga Khan Foundation Canada (AKFC) is a non-profit international development agency, working in Asia and Africa to find sustainable solutions to the complex problems causing global poverty. AKFC concentrates on a number of specific development challenges in health, education, rural development and civil society. In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network. It is headquartered in Ottawa at the Delegation of the Ismaili Imamat.

The Position

AKFC has a multi-faceted Public Affairs team. Its responsibilities include the development and execution of public engagement initiatives designed to inform and inspire Canadians; support for fundraising activities; management of corporate communications; collaboration with the AKDN and its agencies; volunteer engagement; and creating and strengthening partnerships with government and other institutions. The Public Affairs Coordinator will work across these functions to support and contribute to the work of the team. More specifically, the Coordinator will 1) assist in the planning and delivery of high quality events, 2) lead the Visitor Program at the Delegation of the Ismaili Imamat, and 3) support the development of engaging digital and print content.

The position is based in Ottawa, Ontario and is a one year contract with the possibility of extension. This position reports to the Senior Manager, Public Affairs.

Your Responsibilities

Events Program

- Contribute to the planning and execution of high quality events, including, seminars, workshops, conferences and other activities. All activities should employ gender-sensitive approaches and integrate relevant gender equality information.
- Carry out all aspects of event planning and delivery, including developing scenarios, drafting invitations and website updates, conducting audience research, marketing, providing support to speakers, and event logistics.
- Support the cultivation of partnerships with like-minded organizations to collaborate on events.
- Build and maintain lists of event participants.
- Carry out monitoring, evaluation and reporting activities, including data entry and analysis, and feed lessons into future activities to ensure continual improvement of programming.

Visitor Program

- Provide tours of the Delegation Building, including tours outside of regular business hours.
- Manage Visitor Program volunteer guides, including recruitment, training, presentations, briefings, scheduling shifts, organizing volunteer appreciation events.

- Supervise lead Visitor Program volunteers, who are responsible for the day-to-day coordination of the program.
- Respond to queries regarding the Visitor Program.
- Manage special requests for tours (large groups, VIPs, staff requests).
- Develop and update Visitor Program promotional material.
- Monitor and evaluate visitor data and provide updates to senior management.

Content Creation

- Support AKFC's content team in writing articles, news items, social media posts, fundraising messages, media pitches, profiles and related content to share with a variety of Canadian audiences.
- Update existing and develop new print materials for use at events.
- Update AKFC's websites as required.

The Public Affairs Coordinator will work in close collaboration with other members of the Public Affairs team as well as with the Operations, Program and Resource Development teams.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas.

Your Qualifications

- Post-secondary diploma or degree in a relevant discipline such as international development, public affairs, communication, adult education or an equivalent combination of education and experience
- A minimum of two to five years of experience in communication, outreach and/or events programming
- Ability to work independently, take initiative, set priorities, and manage a variety of activities simultaneously
- Experience with public speaking and/or delivering tours
- Excellent presentation, writing, communication and social media skills
- Excellent organizational skills and attention to detail
- Knowledge of, and commitment to, international development
- Ability to travel in Canada
- Ability to work some evenings and weekends
- Fluency in English is required. Proficiency in French is highly desirable.

Application Process

Qualified applicants should submit a cover letter and resume via email to hr@akfc.ca, indicating *Public Affairs Coordinator* in the subject line. The application deadline is January 27, 2019. Applications will be reviewed on an ongoing basis.

Please note that this position is only open to Canadian citizens or landed immigrants.

To learn more about us, please visit our website at: www.akfc.ca

Thank you for your interest. Only those selected for further screening or an interview will be contacted. AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.