



Campaign & Events Assistant, Edmonton (8-Month Contract)

The Organization

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 small number of specific development challenges in health, education, rural development and civil society. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network.

In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Two vehicles by which this is accomplished are the World Partnership Walk and World Partnership Golf fundraising events that take place annually across 10 Canadian cities.

The Position

We are seeking an exceptional, driven, self-motivated and organized individual to join its dynamic, multi-disciplinary team for the position of Campaign and Events Assistant to support the World Partnership Walk and Golf fundraising events. The individual must have an exceptional ability to adapt to a demanding and changing work environment, competing priorities and deadlines, and the ability to multi task.

As the Campaign and Events Assistant, you will spend your time working with our dedicated and professional team of volunteers across Canada to successfully implement and improve the fundraising events in your city. You will provide coordination and administrative support to the Resource Development department's fundraising and event planning efforts and report to the Campaign Manager.

This is an hourly part-time position from January 2015 to August 2016 available in **Edmonton**. Time commitment will vary from 3 to 30 hours a week depending on event cycle –peak campaign time is April-June. The incumbent should be flexible to work evenings and weekends as required, and must have a valid Driver's License and access to a personal vehicle. Additionally, candidates should be able to work from home or AKFC office where applicable.

Your Responsibilities

The individual will be responsible to assist in the tracking and follow-up on tasks outlined on project plans related to fundraising and event execution.

- **Task Coordination:** Support and coordinate event deliverables between volunteers and national office with regards to stewardship and recognition, marketing and fundraising. Provide weekly status updates to the National office.

- **Inventory Management:** Coordinate and assist with the distribution and management of inventory of gifts, prizes, print materials and promotional items.
- **Meetings:** Assist with meetings setup/ logistics and participate with volunteer leads in discussions around event planning, marketing and fundraising.
- **Administrative Support:** Maintain effective filing systems, prepare purchase orders, mailing, manage PowerPoint presentations and spreadsheets, provide support to volunteers on calls and manage overall office administration.
- **Fundraising Support:** Make presentations to corporate accounts, schools and community groups to support the efforts to recruit, retain and motivate teams and individual fundraisers. Manage and update stakeholder data and provide updated excel reports to the volunteer team.

Your Qualifications

- Events administration diploma/degree or an acceptable combination of education and experience relevant to the position.
- Minimum of two (2) years' experience in planning, implementation and coordination of events.
- Knowledge of Microsoft office (Word, Excel and PowerPoint).
- Must have valid Driver's License and access to personal vehicle.
- Fundraising skills and volunteer management is an asset.

Application process

Qualified applicants should send their resume and cover letter as follows:

E-mail to: hr@akfc.ca

Subject line: Campaign and Events Assistant, Edmonton.

Deadline for submissions: Jan 10, 2015, 11 pm EST.

Only shortlisted candidates will be contacted.

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