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Job Title: Event and Project Coordinator

Organization: African Art & Cultural Community Contributor Society (AACCCS)

Contract Duration: 12 months

Working Hours : 30 per week

Pay rate: 25/hr

Application Deadline: July 14th, 2023 at 5 pm

About AACCCS:

The African Art & Cultural Community Contributor Society (AACCCS) is a non-profit organization dedicated to empowering the Black community and promoting cultural awareness among surrounding communities. We strive to bridge societal divides and create a safe space for community members to engage in meaningful discussions, address challenges, and advocate for change. Through our diverse programs and events, AACCCS aims to celebrate African art, heritage, and culture while fostering community connections.

Job Description:

AACCCS is seeking a motivated and experienced Event and Project Coordinator to join our team. As the Event and Project Coordinator, you will be responsible for planning, organizing, and executing various events and projects that align with our mission and goals. This position requires a strong ability to manage multiple tasks, attention to detail, excellent communication skills, and a passion for promoting cultural awareness and community empowerment.

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### Responsibilities:

- Plan, coordinate, and execute a variety of events, including but not limited to exhibitions, cultural festivals, workshops, and community engagement activities.
- Collaborate with internal teams, community partners, and volunteers to ensure smooth event logistics, including venue arrangements, equipment rentals, catering, and transportation..
- Conduct research and outreach to identify potential sponsors, donors, grant opportunities and community supporters for events and projects.
- Coordinate marketing and promotional activities, including social media campaigns, press releases, and event listings, to increase community awareness and participation.
- Work closely with event volunteers, providing clear instructions, training, and guidance to ensure their effective contribution.
- Maintain accurate records of event expenses, attendance, and participant feedback for evaluation and reporting purposes.
- Evaluate the success of events and projects, gathering feedback from participants, volunteers, and stakeholders, and making recommendations for improvement.
- Stay informed about current trends and best practices in event planning, community engagement, and cultural programming, incorporating new ideas into AACCCS initiatives.

### Qualifications:

- Proven experience (minimum of 1 - 2 years) in planning and coordinating events, preferably within the non-profit or cultural sector.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

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- Strong interpersonal and communication skills, both written and verbal, with the ability to work collaboratively with diverse stakeholders.
  - Proficiency in Google workspace and Microsoft Office Suite.
  - Knowledge of the Black community, African art, and cultural traditions is highly desirable.
  - Ability to adapt to a fast-paced, dynamic work environment and manage multiple projects simultaneously.
  - Strong problem-solving skills and attention to detail.
  - Bilingual- French & English (but not a must)
  - Flexibility to work on weekdays and sometimes evenings and weekends, as required to support events and projects.

#### Application Process:

Please submit the following documents to [issambacentre@gmail.com](mailto:issambacentre@gmail.com) by July 14th, 2023 at 5pm:

- Updated resume outlining your relevant experience and qualifications.
- A cover letter expressing your interest in the position and how your skills align with AACCCS's mission.

Please note that only qualified candidates will be contacted for an interview.

We look forward to reviewing your application.