
Event Coordinator - African Nova Scotian Road to Economic Prosperity

Are you passionate about the African Nova Scotian community and addressing historic and present-day economic prosperity challenges aimed at improving economic and quality of life outcomes for African Nova Scotians? Then we may have the role for you. We are seeking an experienced Event Coordinator to join our team to plan, organize, and execute events ranging from small community meetings to large-scale conferences. The ideal candidate will have a passion for event planning, excellent communication skills, and strong attention to detail. The Event Coordinator will work closely with the community and our Team to ensure events are executed seamlessly, on time, and within budget.

About the ANS Road to Economic Prosperity Plan

The [African Nova Scotian Road to Economic Prosperity Plan](#) is a five-year collaborative strategy developed and owned by the African Nova Scotian (ANS) community, delivered in partnership with the Halifax Regional Municipality and Halifax Partnership, to advance economic development and community priorities. Consultations were held with ANS communities throughout Halifax Regional Municipality to identify key issues, priorities, and actions that will address historic and present-day economic prosperity challenges and improve economic and quality of life outcomes for African Nova Scotians. The Action Plan was unanimously endorsed by Halifax Regional Council on September 22, 2020.

About Halifax Partnership

The Partnership drives and accelerates economic growth by selling and marketing Halifax to the world to attract businesses and talent, helping businesses reach their full potential and tracking and reporting on Halifax's economic progress. Our network of influential and globally connected partners is committed to building an inclusive, thriving, prosperous Halifax for all. We strive to be a workplace that is rich in diversity where everyone feels a sense of belonging, can be their authentic self, and are safe, included, and respected. www.halifaxpartnership.com. Halifax Partnership is the project office for the ANS Road to Economic Prosperity Plan.

Halifax Partnership, in partnership with HRM, has lead responsibility for the implementation of [People. Planet. Prosperity, Halifax's Inclusive Economic Strategy, 2022-27](#). The Strategy recognizes that economic success and social progress go hand in hand, and that a healthy environment is critical to long-term prosperity.

Position Overview:

Reporting to the Director of Capacity Building & Strategic Initiatives, African Nova Scotian (ANS) Communities, the Community Engagement and Events Coordinator for the ANS Community is responsible for event coordination responsibilities communities located in Halifax Regional Municipality and across the Province, including:

- **Event Planning and Coordination:** In collaboration with ANS REPP team and Marketing and Communications, develop an event project plan for each event including, timelines, key milestones, logistics, key deliverables, venues, AV vendors and requirements, suppliers, and make travel arrangements for staff and/or event participants.
- **Budget Management:** Manage the event budget, ensuring expenses are within the allocated budget, and track expenses throughout the planning and execution process.

- **Community Outreach:** Work with the marketing and communications team, to plan for the development and implementation of marketing and promotional needs to promote events and encourage participation. This may involve using social media, print and online advertising, and other marketing techniques to raise awareness about the event.
- **Evaluation and Reporting:** Conduct post-event evaluations to identify areas for improvement and to measure the success of the event. Prepare reports for stakeholders, funders, and other interested parties.
- **Relationship Management:** Develop and maintain relationships with community members, stakeholders, and partners. Identify opportunities for collaboration and engaging the community in the planning and execution of events.
- **Logistics:** Ensure that all aspects of the event, such as registration, rsvp's, accommodations for team and volunteers, catering, guest speakers, and entertainment, run smoothly and according to plan. Troubleshoot any issues that arise during the event.
- **Database Management:** Maintain an up-to-date contact database (in Salesforce and/or another CRM platform).

Requirements:

- A minimum of Grade XII with experience in event planning, business, or administrative roles, preferably in a corporate environment, is required.
- Post-secondary education in Office Administration or Business is preferred.
- Strong working knowledge of African Nova Scotian communities.
- Candidates must also be skilled at spelling, grammar, and editing.
- Superior keyboarding and technical skills are required, including a high level of proficiency with Microsoft Office, Outlook, and PowerPoint. Experience in Excel and CRM is considered an asset.
- Strong interpersonal skills and the ability to build relationships with community partners, volunteers, and donors.

What we Offer

A dynamic workplace with a team committed to economic development strategies and initiatives that help our Halifax region, and the people in it, thrive.

Our total compensation package includes a competitive base salary, a comprehensive benefits plan plus several extras like transportation, wellness programs, professional development opportunities, extra paid time off through a combination of days off in the summer and Christmas, and paid leave to support volunteer work. We also have flexible working arrangements and a hybrid workplace policy.

Halifax Partnership is committed to fostering a culture of belonging, grounded in the principles of equity, diversity, and inclusion. We encourage applications from all qualified candidates, especially African Nova Scotians, Indigenous peoples (especially Mi'kmaq), women, persons with a disability, racialized persons and 2SLGBTQ+ and/or gender and sexually diverse individuals.

Application Process and Timeline

If this sounds like you, please submit your cover letter, resume and salary range expectations by **5:00 PM on Friday, May 5th** to Carolann Wright, Director, Capacity Building & Strategic Initiatives at cwright@halifaxpartnership.com. We look forward to hearing from you!