



We are hiring Community & Events Coordinator

Exciting job opportunity with Africa's leading startup and business accelerator

JOB DESCRIPTION: COMMUNITY & EVENTS COORDINATOR

About us:

GrowthAfrica is the continent's leading impact accelerator and we are looking for new talent to join our quest to grow the continent's promising start-ups and impact enterprises into prosperous and successful members of our societies, creating much needed job opportunities, economic wealth and social transformation.

We drive investment- and market-readiness through cohort-based programmes and tailored support services. We work hard to ensure that local and international enterprises increase their rate and scope of success, be it during the start-up or market entry phase or the growth or expansion stage. Through access to capital, markets, technology or knowhow we have since 2002 supported over 1,700 businesses flourish. Our unique methodology and professional delivery allowed 87% of our clients to experience and sustain growth.

Headquartered in Nairobi, we currently run projects across the region. You will join a youthful, international and ambitious team.

About the role:

The Event Coordinator is accountable to the Head of Programmes and is responsible for the successful planning, management and implementation of GrowthAfrica events. Events can include master classes, conferences, seminars, launches and corporate dinners.

Your responsibilities will include:

- Overseeing a rolling 12-month event calendar of internal GrowthAfrica events in Kenya, Uganda, Ethiopia and Zambia
- Create, update and manage external events calendar keeping all staff updated on upcoming events that are happening in the ecosystem
- Developing and maintaining event guidelines
- Managing projects, planning and delivering each event including the development of Terms of Reference, KPIs and project plans
- Developing and managing budgets within agreed upon guidelines
- Planning, management and delivery of events
- Coordinating all event logistics to meet the quality expectations
- Liaise with venues, suppliers and GrowthAfrica stakeholders in regard to content, materials, equipment and other essentials to ensure coordinated delivery of events
- Maintain an updated database of suppliers and event participants
- Continually work with stakeholders i.e. speakers, partners, internal GrowthAfrica staff to ensure the success of the event
- Relationship building: Nurture relationships with all stakeholders(event participants, suppliers) and GrowthAfrica teams to deliver effective high-quality events
- Occasionally identify events where GrowthAfrica can participate as key note speakers or in a panel
- Develop innovative strategies of identifying speakers and potential participants for events that are not necessarily in our ecosystem, database or networks
- Conduct post-event reviews for reporting
- Assessing, reviewing and managing events against guidelines
- Reporting weekly to line manager and team on current project status
- Perform other duties as requested or required

Who we are looking for:

- Bachelor's degree in Business, Communications or Public Relations
- Minimum 2 years work experience in a similar role within a busy organisation
- A proven track record of organizing successful events
- Excellent negotiation & communication skills
- Exemplary vendor management skills
- Focus on timely and consistent execution with quality and strong attention to detail
- Exceptional interpersonal and relationship building skills
- Ability to work well with others and under pressure
- Ability to multitask and manage several responsibilities with competing timelines
- Problem-solving ability- able to quickly think on your feet when challenges arise
- Being proactive and anticipating unexpected challenges while knowing how to address them effectively
- Networking skills are an asset

You have the cultural fit to work in GrowthAfrica if:

- You think of social issues and innovative approaches
- You are passionate about seeing Africa's growth through business
- You feel comfortable working in fast growing environments and flexible to adapt to changes
- You are willing to work when and where the work needs doing [this occasionally includes weekends]
- You are excited to walk hand-in-hand with the entrepreneurs and businesses we work with, across the country
- You are business-minded and street-savvy
- Must understand key business components and what challenges companies face when running their business
- Must be an avid reader of the business dailies and is always up to date on business news

Why work with us?

- Purpose-driven organization and role
- Get exposed to early stage business's realities. You will walk in the shoes of the entrepreneurs. Their success is our success.
- Learn about innovation and entrepreneurship across the continent and design your own personal and professional learning journey
- Become part of a highly committed, international team
- Your work involves meeting top entrepreneurs and senior executives on the continent
- You get to work with the investment community across Africa
- We offer a good base salary with performance-based incentives

Other information

This opportunity is based in Nairobi, Kenya however travel to other regions in East Africa will be required. We will arrange a 6 months' probation period with learning and performance objectives. We aim to select the candidate as soon as possible and have you join our team as soon as possible.

Want to apply?

- Send your CV in PDF format to careers@growthafrica.com with the name of the role in the subject line
- Deadline for this application is **28th February 2018**. If the role is not filled by then, we will still accept and review applications on a rolling basis
- The selection process will involve a personality test and work assignments



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