



JOB DESCRIPTION

AfA Events coordinator

1. JOB DETAIL

Job title: AfA Events coordinator

Employer: This post is a freelance contract paid for project work via the Asia for Animals Coalition

Location: Asia (home-based) **location can be discussed*

Hours: 5 days per week

Salary: USD \$14,157.00 annual gross salary for 5 days a week. ** please note that this is a breakdown of \$1,089.00 per month for 13 months.*

Duration of Position: Until December 31, 2024 **with potential to extend dependent on funding*

Direct report: AfA Coalition lead coordinator - Sarah Grant and Farm Animal Coalition lead coordinator - Thanh Nguyen

Description: We are looking for a competent Events coordinator to organise; or assist with; all AfA Coalition and working group events. This role requires an enthusiastic candidate with a passion for logistical planning, streamlining work for great efficiency and project management. This position will require you to be friendly and collaborative as well as driven with a particular attention to detail. It is essential that this person has excellent computer proficiency and ideally some skill in using basic graphic design programmes to facilitate marketing and promotion techniques.

AfA Coalition undertakes annual events, some in-person in Asia, some online, as well as its bigger biennial AfA Conference. We also run regional workshop-type events in Asia.

Primary objectives:

- Coordinate all Farm Animal Coalition events
- Co-coordinate the AfA Conferences
- Provide administrative support to the AfA Coalition as a whole when required

Key responsibilities:

- Take charge of all aspects of organizing events for the AfA Coalition as a whole
 - Manage coordination of the Farm Animal Coalition (FAC)'s annual Asia Farm Animal Day (AFAD)
 - Manage coordination of the Farm Animal Coalition (FAC)'s regional events
 - Assist with coordination of AfA's biennial conference in Asia with AfA's lead coordinator

- Assist AfA's working group coordinators with their coalition working group events
- Ensure any AfA member organizations involved in the events, such as event committee's or external collaborators, are informed
- Maintain external relationships with key stakeholders and partners to deliver AfA events
- Ensure logistical and time efficient planning systems are utilized effectively including the use of shared resources for internal and external contacts
- Monitor event budgets and ensure adherence
- Lead promotional activities for the events using graphic design and social media as well as liaising with external partners where necessary
- Analyze the event's success and prepare reports
- Manage coalition databases
- Manage central site for coalition documents
- Assist with the management of AfA website and updates including graphic design & web design.

Inter-organizational relations

- Support requests from other coalition staff members
- Ensure that inter-organisational and interpersonal relationships are positive, cohesive, and contribute to the overall mission of AfA Farm Animal Coalition and other members of the AfA Coalition
- Maintain effective working relationships regarding work procedures, employee relations and procurement related concerns

Continuous improvement

- Contribute to the on-going review, development and implementation of changes to improve the productivity and efficiency of AfA Coalition
- Participate in staff training and performance and development appraisal process to assist in the achievement of AfA Coalition objectives and mission

Miscellaneous

- Promote and advocate Asia for Animals to the public, alongside other members of the AfA Coalition
- Follow established Asia for Animals procedures and policies

2. PERSON SPECIFICATION

Category	Requirement	Essential (E)/ Desirable (D)
Qualification/ Education/ Knowledge	<ul style="list-style-type: none"> ● Knowledge of animal welfare issues ● Degree in relevant subject or experience of working in animal welfare 	E D
Experience	<ul style="list-style-type: none"> ● Excellent project management skills including databases and google suite ● Experience of working with animal protection organizations ● Excellent coordinating events online and in-person 	E D E

Abilities/ Skills	<ul style="list-style-type: none"> ● Excellent oral and written English language ● Ability to work in partnership with key stakeholders and sustain strategic partnerships ● Ability to plan & think strategically - experience of turning strategy into operational plans and effective action ● Can work calmly under event pressure to work to completion of event, mitigate any issues and handle any issues effectively ● Excellent time-management skill ● Good communication skills, and attention to detail ● Self-motivated and independent ● Flexible working hours to accommodate events when necessary ● Proficient skills of computer, social media and web-based applications including basic graphic design 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Circumstances	<ul style="list-style-type: none"> ● Ability to travel 	<p>D</p>