

Job Description



Job Title:	ICSW and Innovation awards coordinator		
Cluster:	Advocacy and Solidarity Action		
Salary:	US\$ 48,013.00 per annum excluding benefits	Contract Type:	12 Months (subject for renewal)
Location:	Remote		
Reports to:	Chief Officer Advocacy and Solidarity Action		
Direct Reports:			
Job Role			
Role Overview: (CIVICUS is seeking a highly organized and dynamic Coordinator to lead the planning, coordination, and implementation of two of CIVICUS flagship events: the International Civil Society Week (ICSW) 2025 and the Nelson Mandela Graça Machel Innovation Awards 2025. The successful candidate will ensure both events align with CIVICUS’s mission to strengthen citizen action and civil society around the world, fostering innovation, collaboration, and impactful discussions on global civil society issues.		
Areas of Responsibilities <small>(Please list the key responsibilities for this role in about 6 key performance areas)</small>	Key Activities <small>(Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)</small>		
Event Planning and Coordination	<ul style="list-style-type: none"> • Develop detailed project plans for ICSW 2025 and the Nelson Mandela Graça Machel Innovation Awards 2024, outlining timelines, budgets, and resource requirements. • Coordinate with various teams within CIVICUS (communications, membership, operations, etc.) to ensure integrated planning and execution of event activities. • Liaise with external stakeholders, including partner host organization, vendors and other stakeholders, to secure necessary resources and support for the events. • Coordinate the open application process for Innovation Awards, including the promotion, receipt, and preliminary assessment of applications. • Manage the selection process for Innovation Awards, working with the Selection Committee and ensuring adherence to criteria. 		
Logistics and Operations	<ul style="list-style-type: none"> • Oversee all logistical aspects of the events in close coordination with host organization, including venue selection, travel arrangements, accommodation, catering, and transportation. • Ensure all event materials are designed, produced, and distributed on time. 		

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	<ul style="list-style-type: none"> • Manage on-site event operations, including registration, session coordination, and troubleshooting.
Communications and Outreach	<ul style="list-style-type: none"> • Work closely with the communications team to develop and implement comprehensive communication plans, including campaigns, media engagement, and social media outreach. • Coordinate the production of event-related content, such as press releases, newsletters, and social media posts. • Manage outreach efforts to ensure diverse regional, sectoral, and associational representation. • Facilitate the integration of virtual and in-person engagement strategies. • Facilitate regular updates and information sharing with all event stakeholders, including participants, partners, donors and CIVICUS members.
Participant Engagement	<ul style="list-style-type: none"> • Oversee the participant registration process, including the management of registration platforms and databases. • Develop and implement strategies to enhance participant engagement before, during, and after the events. • Coordinate support for participants, such as travel grants and visa assistance, ensuring a diverse and inclusive attendance.
Financial Management	<ul style="list-style-type: none"> • Develop and manage event budgets, ensuring cost-effective use of resources and adherence to financial policies. • Monitor and report on event expenditures, providing regular updates to senior management and stakeholders. • Seek and manage sponsorship and fundraising opportunities to support event costs.
Evaluation and Reporting	<ul style="list-style-type: none"> • Conduct post-event evaluations to gather feedback from participants, partners, and other stakeholders. • Prepare comprehensive event reports, highlighting key achievements, lessons learned, and recommendations for future events. • Ensure all event data and documentation are accurately recorded and maintained.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Bachelor's degree. • At least 5 years of experience in event planning and coordination, preferably in the non-profit or international development sector. • Excellent verbal and written communication skills in English.

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Proven experience managing large-scale international events, including virtual and in-person formats.• Strong project management skills, with the ability to manage multiple tasks and deadlines simultaneously.• Excellent interpersonal and communication skills, with the ability to engage and build relationships with diverse stakeholders.• Strong financial acumen, with experience in budget management and fundraising.• Ability to work independently and as part of a multicultural and dispersed team, with a proactive and solution-oriented approach.• Commitment to CIVICUS's mission and values
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Experience working in an international context, with an understanding of global civil society dynamics.• Fluency in another language is a plus.