

Community group Co-Ordinator – Africa Day -Dublin 2024

About Africa Day: Africa Day celebrates Ireland's links with Africa, a contemporary and modern continent with strong cultural and trade ties to Ireland. Honoring the richness and diversity of African cultures, the achievements and challenges of the African continent. Africa Day provides a platform to celebrate the diverse range of African cultures and communities living and working in Ireland today.

About RAW Marketing: RAW Marketing is an experiential and activation marketing agency that offers our clients a full range of marketing activation tools to communicate effectively with their customers.

From **Experiential, Road Shows, Retail Activation, and Corporate Hospitality to Outdoor Events and Festivals**, we pride ourselves in delivering tailored services to suit best all our client's requirements. We break down our campaigns into their simplest – or rawest – form, allowing us to pinpoint marketing strategies for their target audience.

The Role

As part of Africa day - Dublin 2024 we are looking to recruit a dynamic and culturally attuned community group Co-ordinator to join our team. This opportunity calls for an individual with an understanding of African culture and possibly a connection to the African community in Ireland.

The candidate will play a pivotal role in engaging, contacting, and fostering relationships with various community groups and the African communities to ensure the success of this vibrant and culturally rich event.

If you are a people person with strong administrative skills (knowledge of Excel is a requirement), and have a passion for creating meaningful connections, we want to hear from you.

The contract is for four months working in our offices in Dublin, up to the event on the 19th May. As well as on site during the buildup and event days as well as two weeks after the event to develop reports and findings.

About Africa Day in Ireland: Africa Day in Ireland is an annual celebration that recognizes the diverse cultures, traditions, and contributions of the African diaspora within the Irish community. It serves as a platform to promote intercultural understanding, celebrate diversity, and strengthen the bonds between the African communities residing in Ireland. The event showcases a rich tapestry of African music, dance, art, and cuisine, providing a space for cultural exchange and fostering unity among different communities. As we continue to grow this celebration, we are seeking an enthusiastic community Coordinator to be part of Africa Day – Dublin 2024 team.

Job Description:

- Co-ordinate communication with the various community groups that took part in the 2023 event
- Developing ways to communicate with community groups who were not part of the 2023 event
- Act as a liaison between the organising committee and community groups.
- Build and nurture relationships, demonstrating cultural sensitivity.
- Engage with community members, understanding their cultural perspectives.
- Incorporate community input into the event planning process.
- Assisting with the building, running and de-rigging of events on-site during the event
- Working with the event managers on event logistics, coordinate schedules, and oversee various aspects of the celebration.
- Utilise strong organisational and administrative skills.
- Use Excel skills for maintaining detailed records and generating reports.

Essential Capabilities

- An understanding of African culture and African community in Ireland is a bonus
- Strong organisational and administrative skills
- Strong knowledge of Microsoft and Google Suites.
- Demonstrate a proactive attitude and flexible approach within a busy and exciting industry
- Strong attention to detail and people skills

Skills

- A creative & proactive person
- The ability to work as part of a team and on your initiative.
- Strong organisation and administrative skills.
- A “can-do” attitude within a busy industry and a flexible approach to work.