



Role Profile

Title

Memberships and Events Associate, T2o Egypt

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Memberships and Events Associate	4	Egypt	1 year fixed term	Reports to Executive Director.

Role purpose

To lead the development, delivery and post-evaluation of T2o Egypt. This includes the responsibility of developing, sustaining and coordinating T2o key members and partners' network and stakeholders in alignment with the strategic goals of the organisation and in-line with financial sustainability and impact for partners and stakeholders thus enhancing the overall reputation and contributing effectively to extending its network within innovative contexts.

The role will be responsible for providing administrative support related to T2o programmatic and membership activities. The Memberships and Events Associate is responsible for furthering the day-to-day tasks that advance programming goals and services. This position is also responsible for supporting the implementation of all related T2o activities of various events and programmes.

The post holder will work towards three main outcomes:

1. To create an enabling environment for T2o's brand performance in alignment with strategic vision.
2. To scope, design and develop sustainable and high impact quality delivery for T2o events in alignment to development and reformed market needs.
3. To ensure continuous improvement of members' database, partners' network and events production.
4. To grow the membership benefits scheme.
5. To create and coordinate necessary marketing collateral and provide all administrative support required.



Duties and responsibilities

Programmes, members, partnerships and advocacy (40%):

- φ Provide administrative and coordination support to T2o's Executive Director.
- φ Provide the highest quality service for members proactively and when required.
- φ Support the sustainable engagement of existing members and engage new ones.
- φ Administer the T2o memberships' database and keep up to date at all times.
- φ Support timeline management and assist with meeting target deliverables on schedule.
- φ Support coordination of special programming to support outreach and engagement efforts.
- φ Draft special announcements and newsletter articles.
- φ Assist in engagement strategy for special programming, this includes members, partners and all relevant stakeholders.
- φ Coordinate T2o website updates and necessary marketing collateral.
- φ Support adding/sharing T2o programming to all relevant philanthropic networks.
- φ Coordinate public information and distribution of program-related activities and messages through T2o online and offline platforms.
- φ Support the establishment & execution of evaluation vehicles for on-going assessment of programs (via Survey Monkey; etc.).
- φ Support logistical event planning (meeting/event coordination and reservation management. Catering services, invitations mailing, attendees list, registration desk activities and organisation).
- φ Coordinating organisational calendar's update as needed.
- φ Monitor website programme contents and disseminate/monitor as needed.
- φ Alert appropriate staff of any changes in the activities, as needs arise.
- φ Suggests programs, initiatives, training, and projects requests reflecting national and members' requirements.
- φ Search for new opportunities based on key thematic areas of T2o development work.
- φ Attend relevant business events & conclude a summary & action plans to be followed out of every event.
- φ Handle different initiatives and/or programs initiated by board members, external institutions in coordination with other team members and under line manager or executive director direct supervision.

Office Administration (35%)

- φ Coordinate scheduling, book meetings, fulfil meeting requests and calendar of Programmes Manager and Executive Director and provide weekly reporting.
- φ Provide meeting support including logistical set up, note taking and document preparation.
- φ Process invoices, receipts and general expense items in accurate close working relationship with T2o accountant.
- φ Provide administrative support to all T2o's marketing activities.
- φ Supports programme coordination activities.

Database Entry (25%)

- φ Maintain detailed records of key organisational contacts including; members, partners, suppliers, stakeholders...etc.
- φ Create and update organizational contact reports and ensure consistency across Donor Perfect and Constant Contact.



Work Ethic and Competencies

“Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.”. Please note that this is in addition to the T2o Core Corporate Competencies, which explains more about T2o’s office culture and those who can belong to it. We encourage you to read the T2o employment profile thoroughly.

1. Communication Skills

The ability to communicate clearly and effectively in many mediums: by email, verbally, with lists and phone messages, on the phone, and with body language. Communication also includes listening skills and the ability to follow directions and provide feedback.

2. Honesty

At all times, you are providing accurate and timely information regarding your progress and relevant circumstances. For example: Made a mistake? Do not cover it up, admit it, and learn not to do it again. We are not a shame or blame organisation, we work together to achieve our best, with each taking full responsibility for themselves and the greater team where we operate. We support each other to the best we can.

3. Punctuality

Be at work on time when needed, be responsive, alert, on the ball, do what you were hired to do, meet targets and deadlines and work to the best of your ability.

4. Flexibility

You show flexibility and inner resilience to the best of what you can to meet what is required.

5. Determination and Persistence

The key is to meet what is required and be able to work hard and keep moving forward when you encounter obstacles.

6. Problem-Solving Skills

You are motivated to take on challenges with minimal direction.

7. Loyalty

You are trusted, accountable and act more than you talk.

Other qualifications and traits include:

- φ A graduate with 5-7 years of experience.
- φ A bachelor’s degree in the fields of either business or marketing or related fields.
- φ An international qualification is a plus but not a must.
- φ Proficiency in digital applications for business including MSN suite and online business platforms.
- φ An understanding on the use of social media for business. A previous track record of evidence is a plus.
- φ Excellent verbal and written communication skills with exceptional attention to details in both Arabic and English languages.
- φ Can do attitude with a constructive approach to capitalising and mobilising resources.
- φ Strong communication skills and team spirit.

Other duties as assigned/needed.

To apply, please send your CV to ghada.mounir@t2oegypt.com with Memberships and Events Associate in subject line. Deadline for application is Thursday 15th, June 2020.