<table>
<thead>
<tr>
<th>TITLE: Event Planning Officer</th>
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<tbody>
<tr>
<td>PARTNER(S): Universidad César Vallejo (UCV)</td>
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<td>COUNTRY AND PLACE OF ASSIGNMENT: Tarapoto, Peru</td>
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<td>CONTRACT DURATION: 12 weeks</td>
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**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Tarapoto branch of César Vallejo University is one of 10 university branches in Peru offering 10 different degree programs, all with the same mission of contributing to economic and social development of the country. Its The School of Administration and Tourism (la Escuela Académico Profesional de Administración en Turismo y Hotelería) trains professionals to promote research and the creation, dissemination and application of expertise in administration, tourism and the hospitality industry. This training endeavours to impart an entrepreneurial vision to enhance the productivity and competitiveness of enterprises, thereby contributing to the development of both public and private organizations, as well as society in general. As part of its curriculum, la Escuela Profesional de Administración en Turismo y Hotelería supports rural tourism initiatives offering practicums and internships.

**RESPONSIBILITIES:**

- The activities will be carried out in 3 phases (before, during and after the event) with the assigned work teams and will be divided as follows:
- Logistics: Coordinate and follow up with major food suppliers, transportation, equipment, material, etc.; develop tools to ensure good management of the various activities planned by the work teams and support the partner in facilitating workshops on the use of these tools and on the best techniques for the organization of events.
- Communications: Ensure that social networks remain active before and during the Congress, update the website, coordinate publishing of press articles, etc.
- Help run the event: ensure that the conference remains on schedule, that everything is consistent during the workshops, etc.
- Programming: Keep the agenda of the week up to date, occasionally support the animation and thanks during presentations, etc.
- After the event: write reports as required by partner organization and the Uniterra program, including financial reports; support communication and outreach activities.

**QUALIFICATIONS:**

- Work, academic, or volunteer experience in organizing events and workshops involving a large number of people.
- IT skills (for instance, Microsoft Suite, use of databases, website design, etc.).
- Strong written and oral communication skills
- Capacity to conduct analysis and synthesize findings
- Ability to work in an intercultural environment.
- Ability to work independently and with a team.
- Knowledge of Spanish, intermediate level desired.