

Job Title: Event Coordinator
Job Type: Full Time
Location: Nairobi, Kenya

About Salient Advisory

Health markets are shifting rapidly. We help clients accelerate transformational change.

Salient Advisory is a boutique global healthcare consulting firm founded in 2020, with staff in Canada, Kenya, and Nigeria. We seek to reconstruct systems and approaches that are no longer fit for purpose in today's global health environment. We conduct analyses and support partnerships to use technology and innovations, adapt policy and financing, and elevate unheard voices to change global conversations and transform access to care. Our recent work has been featured by CNN, Quartz, Bloomberg, CNBC, Devex, Stanford Social Review, Centre for Global Development, the Brookings Institution, and more.

We pride ourselves on excellence in our thinking and execution. We tackle complex challenges, operate with trust and accountability, learn from diverse perspectives, and embrace growth. We are a fully distributed, global team.

About the Role

We have an exciting opportunity for a dynamic, detail-orientated Event Coordinator in Kenya to lead Salient Advisory events. Working closely with senior staff, the Event Coordinator will be responsible for providing leadership and hands-on execution including planning, communication, vendor management and logistics of events across Africa. The position requires a tenacious self-starter with relevant experience in event planning and vendor management. We are looking for a colleague who is proactive, resourceful, dependable, and solution-oriented to bring to life our impactful high-quality events.

Your Responsibilities

- Manage all aspects of event planning logistics for small and large-scale events from conception to execution, inclusive of managing relationships with clients, external vendors, consultants, and internal stakeholders.
- Manage guest invitation/communications process and travel procurement for each event.
- Ensure events are delivered within the allocated budgets and timeframes.

Required Professional Experience

- A bachelor's degree, preferably in hospitality management or public relations.
- At least 3 years of experience in event planning and coordination for leading corporations globally.
- Skilled in the planning, coordination and communication of multi-day, larger team or stakeholder meetings, innovation events, and off-site conferences.
- Ability to coordinate and communicate logistics surrounding the events to large groups of attendees and vendors, while meeting deadlines and operating with a high attention to detail.
- Excellent vendor management, negotiation, and multi-tasking skills, problem-solving abilities, and experience organizing successful events.
- Proficiency in G-Suite, Zoom, Microsoft Suite (basic Excel formulas), and Mailchimp.

Required Skills & Competencies

- Strong analytical skills including critical thinking, data analysis and research skills to assist with problem solving.
- Outstanding interpersonal skills to advance work in cross-cultural, multi-stakeholder settings.
- Demonstrate an upbeat spirit and commitment to impact; problem-solve creatively to complete tasks on time.
- Work autonomously, take initiative, detail-oriented, thoughtful, and able to problem solve.
- Committed to excellence in thinking and execution. Reliable, trusted team player, demonstrating intellectual curiosity, strong judgment, inclusivity, self-awareness, creativity, and urgency.
- Excellent at communication and providing updates to multiple stakeholders for alignment.

The **diversity** of our team is a core driver of the depth, nuance, and quality of our work. Highly qualified candidates of all races, ethnicities, cultures, ages, sex, genders, sexual orientations, gender identities and expressions, languages, social class, marital status, religions, veteran status, and disabilities are strongly encouraged to apply.

Travel:

International travel may be required.

Salary:

All Salient staff, regardless of location, have salaries benchmarked against role categories equivalently. Compensation for this role is commensurate with experience. We offer employee benefits including health insurance stipend, work-from-home stipend, paid sick leave, paid parental leave and more.

Application:

Applicants must have legal authorization to work in Kenya.