



Events Coordinator

Youth for Christ Winnipeg

Full-time, permanent

Youth for Christ Winnipeg (YFC) is looking for a full-time, permanent Events Coordinator to fulfill the mission of Youth for Christ through creative planning, coordination and communication of all fundraising events. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach over 6,000 young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administrated through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. This is a support role which enables front line ministry staff to focus more of their attention on delivering their programs.

The Events Coordinator will be responsible for creating and managing fundraising events from start to finish, ensuring they run smoothly, and fundraising targets are met. This will be accomplished through the development of a team of staff and volunteers, through delegation of tasks to individuals involved in the event, and through ensuring that each staff member is able to perform efficiently and productively.

The Events Coordinator will also provide frequent communication with the Executive Director and other key staff, stakeholders, and organizations to discuss the progress of the event, prepare and manage event budgets, and receive updates on external suppliers.

A post-secondary certificate and a minimum of one year of experience would be an asset. You will embrace YFC's core values with a strong heart for evangelism, have strong communication, organizational and administrative skills, take initiative, pay close attention to details, and be a strong problem-solver. You will need to be able to work well in a team as well as on your own and will also need the ability to manage multiple projects with tight deadlines while maintaining high standards of quality. You will experience flexible work schedules to manage the events.

As Youth for Christ is a faith-based organization, all staff of Youth For Christ Winnipeg must be practicing their Christian faith by being a participant in a local Christian church, have a Christ honouring testimony, and be in agreement with YFC's core values, Statement of Faith and Community Commitments.

We are passionate about our goal of changing the lives of young people, and we would like you to join us.

If you are interested in applying for this position, please submit your resume and cover letter to Human Resources at (hr@yfcwinnipeg.ca).