

## **Events Coordinator - 333 King St**

### **YFC Winnipeg**

*Full-time - Permanent*

Youth for Christ Winnipeg is looking for a full-time, permanent Events Coordinator to fulfill the mission of YFC by ensuring successful execution of all events and fundraising initiatives through effective planning, organization, and management. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach thousands of young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administered 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. If you are passionate about helping others, and want to use your experience, skills, and knowledge to support the ministry of YFC in changing the lives of youth, then this may be the position for you.

#### **Responsibilities**

- Oversee the planning and execution of all YFC events.
- Liaise with the Communications team to prepare programs and promotional material, and publicize events.
- Delegate personnel as needed across all functions of an event, support and equip them to ensure that they are able to perform efficiently and productively.
- Liaise with corporate sponsors, auction sponsors, and general donors to secure sponsorship and prizes.
- Assist in donor-centered cultivation, stewardship, and recognition.
- Help coordinate donor mailings.

#### **Requirements**

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- A post-secondary certificate and a minimum of one year of experience in event planning or event coordination, ideally in a non-profit environment would be an asset.
- Ability to be flexible in work schedule to manage the events.
- Embrace YFC's core values with a strong heart for evangelism.
- Strong communication, organizational and administrative skills.
- Take initiative, pay close attention to details, and be willing to adapt.
- Able to work well in a team as well as on your own.
- Ability to manage multiple projects and deadlines while maintaining high standards of quality.

For more information or to submit your resume and cover letter, please contact Human Resources at [hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca).