



FAMILY MINISTRIES

Events & Programming Coordinator

Job Description

Time: 30 hours/week – 8 week term
(May 14 – July 8, 2019)

Reports to: Family Ministries Pastor

Updated as of April 2019

Salary Scale: \$14 / hr

Summary

This 8 week term position is available for a young individual (under the age of 30*) who would like to gain experience and mentorship working within a Family Ministries team. They would assist with planning local outreach events (Canada Day Carnival & Family Christmas Experience) and assisting with student and kid's ministry programming.

Duties and Responsibilities

- Assist in planning local outreach events (example: Canada Day Carnival) :
 - i. planning activities
 - ii. work with local partnerships (churches, the city, and businesses)
 - iii. Recruiting, coordinating, and leading volunteers
 - iv. providing leadership at the carnival
 - v. wrapping up loose ends following the event.
- Assist WMBC's Programming Directors with student and kid's ministry planning and implementation.
 - i. Lead some Sunday morning Kids Summer Programming
 - ii. Recruiting and coordinating volunteers
 - iii. Planning curriculum

Preferred Qualifications and Attributes:

- Highly Organized – Able to manage a large amount of details in an organized fashion.
- Creative - Able to think outside the box and creatively realize the vision for this event.
- Team Player - Thrives in a team environment, collaborative on projects, and contributes meaningfully to teams.
- Leader of Leaders - Able to direct and lead volunteer leaders who in turn organize and lead in their assigned roles.
- Communicator – Able to communicate both vision and information in a timely and relevant format.
- Flexibility – Able to adapt and overcome roadblocks with resourcefulness and ingenuity.
- Tech Savvy - Able to create digital documents and spreadsheets and utilize online sharing and storage technologies.
- Law abiding – Able to provide a clean Criminal Record/Vulnerable Sector Check

Character and Behavioural expectations

Perfection is not expected, but leaders are expected to demonstrate a high level of integrity and love in both their leadership and personal life. Some of the desired characteristics in an effective Coordinator include:

- Loves the city of Winkler and is eager to serve its citizens.
- Loves the local church and is passionate about connecting people into the faith community.
- Loves Jesus and is in a growing, dynamic, and personal relationship with him.
- Displays humility and an eagerness to serve others.
- Committed to promoting and encouraging unity within the larger Church family in Winkler.

Confession of Faith

All WMBC staff shall be in full agreement with the WMBC Mission, Vision and Values, as well as the Canadian Conference of Mennonite Brethren Churches Confession of Faith.

Application Process:

To apply for this position, please complete the application form and submit it along with a resume and cover letter to rachel@winklermb.com. Application deadline is May 6, 2019.

* This position is being financially supplemented by Canada Summer Jobs 2019 to provide youth with quality work experiences. WMBC will be following the guidelines of the program for the hiring process.