



# Summer Events Coordinator

## Job Description

Updated Dec 17, 2024

**Time:** 35 hours/week

**Start Date:** June 10, 2025      **Term Length:** 10 weeks

**Supervisor:** NextGen Pastor

**Rate of Pay:** \$18/hr

### Summary

This 10 week term position is available for a young adult (under the age of 30) who would like to gain experience and mentorship working in a church environment. Working with appropriate staff this individual would brainstorm, plan, and execute activities and events for kids, teens, and young adults that encourage them to build new relationships in a safe space and help them grow in their character and spiritual development.

### Duties and Responsibilities

- Planning and Promotion
  - Plan activity and event details, including schedules, registration, programming, and budgeting.
  - Communicate with the community, church, and families of kids and teens to promote activities and events.
- Execution
  - Collaborate with appropriate staff to determine what roles you will oversee and lead during activities and events.
  - Be prepared and present for activities and events.
- Administration
  - Utilize Microsoft Office (Excel, Outlook, PowerPoint, Word) and Breeze Church Management database software in the planning and implementing processes.

### 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 dream up activities and events.
- **Team Player** – Thrives in a team environment, collaborative, contributes meaningfully to teams.
- **Communicator** – Able to communicate vision and information clearly.
- **Flexibility** – Able to adapt and overcome challenges with resourcefulness and ingenuity.
- **Tech Savvy** – Familiarity with a PC and Microsoft Office, along with basic technology usage skills.
- **Record Check** – 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 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.
- 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.

### **Other Requirements:**

This term position is being partially funded by Canada Summer Jobs. To be eligible for employment you must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Application Process:**

To apply for this position, please complete the application form and submit your resume and cover letter to **[jesse@winklermb.com](mailto:jesse@winklermb.com)**. Applications will be taken until position is filled or May 23.