



Summer Events Coordinator

Job Description

Updated April 21, 2026

Time: 35 hours/week

Start Date: June 9, 2026 **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**. Applications will be taken until position is filled or May 21.



Summer Events Coordinator

APPLICATION FORM

APRIL 2026

Personal Details

Name:

Email:

Address:

Phone:

Cell:

Employment & Volunteer History

Please include a resume (with Employment History) and a cover letter along with this Application Form.

Current Employment Position

Description of current duties:

If you were to get this job, how much notice is required for leaving your current position?

Volunteer Experience

Name of Organization	Role	Dates of Volunteering

Faith Story

Please briefly share your faith story. Include the following:

- How did you come to follow Jesus?
- What has growth in your relationship with Jesus looked like recently?
- Who regularly influences and speaks into this relationship?
- How do you use your gifts to serve God?

Leadership

1. Why are you interested in being part of the team at WMBC? Please highlight what attracted you to this position.
2. What would you hope to gain from this 10-week term position? How would this work experience opportunity fit into your future education and career aspirations?
3. What are your strengths and skills that you would bring to this position?

4. Please list the questions you have of us that will help you determine if this position is the best fit for you.

References

Please give the names of two people who may be approached for confidential references on your behalf

Name	Relationship to applicant
Company	Position
E-mail Address	Phone Number

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Please sign the following Declaration

I declare that the information I have given above is true and complete and can be backed up by certificates etc. if requested and that, if the position is offered, will form the basis of a contract of employment. I apply for the position indicated.

I declare that I:

- will be between the age of 15 and 29 years of age at the start of the employment
- am a Canadian citizen, permanent resident, international student, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Manitoba in accordance with relevant provincial or territorial legislation and regulations.
- reside in Manitoba
- do not have a criminal record (failure to disclose convictions may lead to disciplinary action or dismissal).

Signature

Date

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