

Events Coordinator - Job Description

Role Title:	Events Coordinator
Reports To:	Director of Marketing and Donor Relations
Application Deadline:	November 30, 2023
Projected Start Date:	January 15, 2024

OVERVIEW:

A highly creative self-starter, the Events Coordinator is passionate about serving with a faith-based, charitable organization and prioritizes sharing the Gospel with children, youth, and families. This member of the Marketing Team plans and executes innovative, high quality fundraising events and participates in opportunities (eg. trade shows, conferences) that promote and support the mission of One Hope Canada at local, provincial, and national levels.

The Events Coordinator is able to use their connections to facilitate successful events and inspire immediate and long-term support for the ongoing ministry of One Hope Canada.

Ideally, the Events Coordinator works out of One Hope Canada's national office in Winnipeg, Manitoba. This position is full time; salary up to \$42,500 annually (pending experience), benefits, RRSP contribution.

The successful candidate will be required to raise personal support (amount to be determined; salary is not connected to personal support-raising).

KEY RESPONSIBILITIES:

- **Event Planning & Coordination**
 - develop creative fundraising opportunities
 - establish and monitor budgets, create reports
 - connect with sponsors
 - book venues
 - negotiate with vendors (eg. caterers)

- coordinate event services (eg. accommodation and transportation for participants, signage, displays, translation, special needs requirements, audio-visual equipment, security)
- organize participant registration
- on site participation (may require travel)
- assist with onsite needs (eg. technical support and set up)
- post-event reports and analytics to determine success
- **Event Promotion**
 - coordinate with design team to create promotional material
 - arrange publicity (eg. social media, radio, mailouts)
 - booth set up, hosting (eg. trade shows)
- **Donor Relations**
 - acknowledge donors (written, phone, email)
 - utilize social media channels to best maximize donor engagement
 - examine analytics to optimize donor touchpoints
- **Brand Maintenance**
 - maintain consistency of brand image, identity, and message

OTHER RESPONSIBILITIES:

- actively participate in team meetings, prayer, devotional times
- develop a personal support/prayer team
- other duties as assigned

REQUIREMENTS:

- large-scale event planning experience
- excellent written and verbal communication skills
- excellent attention to detail, well-organized
- excellent time management skills
- excellent problem-solving ability
- proven vendor management skills
- proven budget management skills
- ability to travel as needed
- good understanding of social media platforms and engagement
- good knowledge of event performance monitoring methods, and the ability to create reports to guide future event planning.
- experience using Google Workspace Suite (e.g. Drive, Docs, Sheets, Gmail) and Microsoft Office (Word, Excel, etc.).
- valid driver's license & own vehicle

CORE COMPETENCIES:

- commitment to follow Jesus Christ in all things
- passion for the Gospel
- good understanding of the faith-based/non-profit charitable sector
- team-oriented
- ministry-oriented
- willing to learn
- able to take direction



EDUCATION AND EXPERIENCE:

- post-secondary education in a related field or relevant work experience
- experience with Bible camp ministry in Canada is an asset

ABOUT ONE HOPE CANADA

One Hope Canada develops life-long followers of Jesus by clearly communicating the Gospel; this has been our purpose and passion since 1927. We partner with 400 local churches across the country so more than 30,000 children and youth can discover Jesus each year, through Bible camps, community ministries, digital discipleship, and the development of Gospel-centred resources in English and French.

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are required to sign a Statement of Affirmation annually.

ONE HOPE CANADA'S PURPOSE:

We present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth. We disciple believers for living and serving through His Church.

Please submit your résumé, including references, to:

Kelly Rempel
Director of Marketing and Donor Relations
kelly@onehopecanada.ca
888-960-2580, ext 123