

## Events Coordinator

*part-time (approx 15 hours a week), contract (approx. December 2023 – April 2024)*

*In-person with occasional remote*

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### About Mennonite Church Eastern Canada

At MCEC, you will connect with a dynamic group of colleagues and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of 106 congregations and church plants worship in 20 languages, and have diverse worship practices and theological perspectives within the broader Mennonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together. You can find out more information at [mcec.ca](http://mcec.ca).

### Role

The Events Coordinator's primary responsibility is to coordinate and support the logistics of MCEC's Annual Church Gathering in April 2024 as well as providing support as needed for other MCEC events. This person must be detail oriented and a clear communicator.

### Requirements

- Experienced by others as a person of integrity and faith, who is called to offer their gifts and skills in service of the Church
- Holds membership in and is accountable to an MCEC congregation
- Excellent relational and customer service skills
- Strong verbal and written communication skills
- Highly organized; able to keep track of multiple details and prioritize tasks
- Strong computer skills in SharePoint, MS Office, including Word and Excel, and the ability to learn new programs quickly
- Ability to work cooperatively as part of a team and troubleshoot and problem solve independently in high pace situations
- Must be able to lift up to 23 kg/50 lbs
- Experience in customer service and/or hospitality would be an asset
- Demonstrated strong interpersonal skills and intercultural competency in relating to people of all ages, ethnic, cultural and economic backgrounds and theological persuasions internally and externally

### Responsibilities

- Represent MCEC well in all interactions, acting kindness and professionalism
- Ensure all events are captured in the internal MCEC events calendar
- Create workback plans for each event, ensuring every detail is covered and that all necessary stakeholders are kept up to date; this person will support some events, and in others will lead the planning and logistics
- Partner with the lead of each event to understand their logistical needs and ensure that the appropriate execution plan is put in place

- Ensure that each event has the following components as needed: registration, payments, website updates, facility rental, technical support, food preparation, room set up and take down, etc.
- Manage contracts related to events in conjunction with Operations & Finance Director
- Build and maintain freelance event staff list, including scheduling freelance staff for setup, reset, ushering etc.
- Lead set-up and take down support for in-person events and technical support for online events
- Coordinate travel logistics for event participants and MCEC staff members as required
- Manage the logistics on the day of events, including troubleshooting and problem solving on the go
- Assist with post-event follow-up including evaluation/feedback forms, reporting to participants and payment follow-up
- Approach people and events proactively, always with an eye for how to improve processes and experiences moving forward
- Ensure who is serving as the Fire Warden or Emergency Coordinator in case of evacuation or first aid needs at events
- Other projects and responsibilities as requested

### **Relationships**

Reports to: Director of Communications

### **Hiring Statement**

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. As such accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Application Process**

Interested candidates can submit their cover letter and resume to [hr@mcec.ca](mailto:hr@mcec.ca). MCEC thanks all candidates for their interest, however only those applicants selected for an interview will be contacted.

This role will remain posted until the role is filled.