

Job Posting: Events and Communications Coordinator (1 FTE, 12 month contract)

MCEC is seeking an organized and creative individual with strong intercultural skills to serve as Events and Communications Coordinator. Is it you?

Overview

In this role, you will provide support to the planning, promotion and execution of MCEC workshops, trainings and meetings, and assist with the development of print, web, and digital media resources. Reporting to the Courageous Imagination Project Manager, you will work collaboratively with the operations team and ministry offices.

This is a full time, contract position from approx. June 1, 2021 – May 31, 2022. Working hours are primarily weekday daytime hours, with occasional evening and weekend work. Temporarily virtual, based in Kitchener, ON, 37.5 hours per week. This role is classified as MCEC salary level 2, which starts at \$40,000 per annum.

Why work at MCEC?

As a member of the Mennonite Church Eastern Canada staff team, you will connect with a dynamic group of colleagues, pastors and church leaders across Ontario, Quebec and New Brunswick. MCEC congregations and church plants worship in 17 languages, and have diverse worship practices and theological perspectives within the broader Mennonite-Anabaptist tradition. You will gain a big-picture view of MCEC and will play an active role in developing and implementing events and communication resources to connect and resource diverse audiences across the MCEC community of faith. 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.

In this role, you will:

- Coordinate logistical planning, promotion and registration for online events and post-pandemic in-person events, including serving as the primary point of contact for participants. Events may include council and committee meetings, youth events, workshops & trainings, and the Annual Church Gathering weekend conference;
- Lead set-up and take down support for in-person events, technical support for online events including managing Zoom polling and breakout room features, and minute-taking as required;
- Coordinate travel logistics for event participants and MCEC staff members (when pandemic restrictions allow);

- Take photos at events and assist with post-event follow-up and reporting back to participants;
- Design graphics for event promotion and social media posts;
- Assist with print and digital media production (newsletters, video, podcasts, social media content);
- Manage a monthly editorial calendar of social media posts based on organizational plans and priorities for themes and upcoming events;
- Other duties as required to support the ministry of MCEC

Your skills and experience include:

- Post-secondary training or related experience in event management, business communication, digital & social media marketing or related field;
- Strong interpersonal skills and intercultural competency, comfortable interacting with a wide variety of people;
- Ability to speak and write clearly and effectively in English is required, ability to read, write and speak French is a strong asset;
- Highly organized and detail-oriented, with ability to develop and maintain planning documents;
- Experience with planning and executing events
- Experience in using database systems, videoconferencing, graphic design software, digital and social media tools and platforms;
- Ability to represent MCEC well to constituents, partner organizations and external stakeholders;
- Knowledge of Anabaptist Mennonite theology, history, practices and church structures;

How to apply

Send your resume and cover letter as a combined PDF by email to lreesorkeller@mcec.ca by **May 19, 2021**. Only applicants selected for an interview will be contacted.