



The North End Community Renewal Corporation (NECRC) is a local not-for-profit organization committed to the social, economic and cultural renewal of the North End of Winnipeg.

Job Title	Event Coordinator
Incumbent	
Department	<input type="checkbox"/> Administration <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Community Development <input type="checkbox"/> Economic Development <input type="checkbox"/> Other:
Location	509 Selkirk Ave, Winnipeg, MB
FTE/Wage	\$11.95
Work Hours	8:30AM – 4:30PM + Flex Time at managers discretion June 6, 2021 – July 29, 2021. Event date: Saturday July 23, 2022
Reports to	Community Development Manager

Position Summary:

The Event Coordinator will work with partner organizations to plan, organize and coordinate community events including the Picnic in the Park with No Stone Unturned on July 23, 2022. This summer position will be responsible for facilitating meetings, securing permits, developing promotional materials, coordinating volunteers, and developing funding proposals.

General Expectations:

- Collaborates with other staff to ensure optimum alignment of duties and team support.
- Participates in program meetings and relevant trainings as required.
- Establishes and maintains a favorable public image and promote positive relationships by representing NECRC within the local community and by collaborating with area partner agencies.
- Leads or attends meetings related to duties and responsibilities, whether internal or external, and participate actively.
- Coordinating or assisting with events that support our programs and organization
- Empowers clients to building their strengths in order to develop skills needed their future
- Other duties as assigned or needed

Core Competencies:

- Proven ability to apply a high degree of discretion in establishing supportive, trusting relationships with clients
- Proven ability to work effectively across organizational departments and in a team and partnership context
- Demonstrated ability to build relationships with internal and external clients
- Demonstrated skills in crisis intervention, mediation and conflict resolution
- Demonstrated ability to assist groups to develop and co-ordinate community activities and programs
- Demonstrated ability to build and maintain professional, confidential relationships with multi-barrier individuals
- Knowledge and awareness of Cultural Diversity
- Knowledge of current social issues such as poverty, homelessness, mental illness, addictions, domestic violence, child protection, et cetera
- Knowledge of community resources and methods of access
- Excellent oral and written communication skills
- Strong analytical and problem solving skills
- Strong time management skills
- Proficiency in computer skills and software such as Microsoft Office and other systems



TASKS AND RESPONSIBILITIES:

1. Fundraising and Sponsorship

- Assist with the development, distribution and follow-up of the event Sponsorship Packages to potential donors (Financial and In Kind)
- Assist with the submission of grant proposals to relevant funders regarding financial support for the event
- Record and maintain all documents and records related to event donations
- Coordinate all pick up and/or delivery and inventory of donations (in-kind, prizes, gift certificates etc.)
- Prepare charitable tax receipts letters for all event donators for approval and authorization by the Picnic in the Park Committee

2. Financial

- Develop and Maintain an accurate event budget of all revenue and relevant expenditures
- Assist with coordinating all financial transactions for the event
- Prepare cheque requisitions for all event related expenditures for approval and authorization of the Picnic in the Park Committee

3. Administration

- Attend all Picnic in the Park Committee meetings
- Maintain accurate records and back-ups of Picnic related information and documents

4. Site Coordination

- Assist with the promotion, confirmation, booking and coordination of the display and vendor tables featured on the day of the event
- Assist with the set up and tear down of all equipment and supplies on the day of the event.

5. Marketing and Public Relations

- Assist in promoting and advertising the event throughout the community
- Assist in developing and distributing a Public Service Announcement to the various media outlets promoting and advertising the event
- Assist with the design and purchasing of the promotional materials for the event

KNOWLEDGE AND EXPERIENCE:

- University Degree, College Diploma in a related field, or in process of completion
- 1-3 years experience in Community Development

SKILLS AND EXPECTATIONS:

- Must be between 15 and 30 years of age
- Excellent communication and written skills
- Good computer skills with MS Office
- Knowledge of the North End Community would be an asset
- Excellent interpersonal skills

Apply by June 3, interviews will be held in the week of June 6 with the position to start as soon as possible after the candidate is selected. To apply, please send resume and cover letter detailing the relevant experience and/or training that will make you a good candidate for the position to Simone Beaudet, HR Manager at simone@necrc.org

NECRC is committed to equity and inclusion. NECRC has increased responsiveness to Indigenous peoples by promoting a workforce representing the North End community that we serve. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We encourage applications from North End residents, Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.