



MINISTRY EMPLOYMENT OPPORTUNITY

Administration & Events Coordinator Needed

My Church Winnipeg is looking for an organized, proactive, and dependable **Administration & Events Coordinator** to join our staff team. This is a full-time position at 37.5 hours per week.

This role works closely with our Executive Pastor and Lead Pastor to provide administrative support, coordinate church-wide events, manage facility rentals, and help keep the day-to-day details of church life organized and moving forward.

We're looking for someone who takes initiative, thinks ahead, and enjoys making things happen. The right person won't just wait for the next task. They'll notice what needs attention, follow through on details, and help make sure things don't fall through the cracks.

A Picture of What You'll Do

- Help plan and coordinate church-wide events, including registrations, timelines, volunteers, food, vendors, supplies, setup, and event-day logistics.
- Provide hands-on administrative and event support for Equip Nights and Sunday mornings and other church-wide events.
- Provide administrative support to the Lead Pastor and Executive Pastor, including calendars, scheduling, documents, correspondence, meetings, and expense reports.
- Coordinate facility rentals from initial inquiry through event handoff, including quotes, contracts, scheduling, staffing, and communication with renters.
- Coordinate vendors and trades for routine facility needs.
- Help keep our church office organized and responsive, including phones, email, visitors, deliveries, supplies, and general inquiries.
- Maintain church calendars, facility bookings, staff availability, and records in Planning Center.
- Assist with board administration, membership processes, and other recurring church administration.

Who We're Looking For

You are highly organized, detail-oriented, trustworthy, and comfortable managing multiple priorities at once. You communicate well, take initiative, follow through, and know when to solve something yourself and when to ask for direction.

Previous administrative, office, or event coordination experience is an asset. Familiarity with **Google Workspace, Planning Center, Microsoft 365, and Canva** is helpful, and training is available.



This is a hands-on role, so you should also be comfortable jumping in to set up rooms, move tables and chairs, carry supplies, and help wherever needed during events.

The Details

Full-time: 37.5 hours per week

Schedule: Weekday office hours, Wednesday evenings, and Sunday mornings, with occasional flexibility for special events.

Salary: Competitive salary to be discussed with applicants at first interview

Applicants must be **a partner of My Church Winnipeg or eligible and willing to become partner** and aligned with the mission, beliefs, and values of My Church Winnipeg.

Interested? We'd love to hear from you.

Please complete Application and send resume:

Attn: Pastor Todd Poirier

Executive Pastor

955 Wilkes Avenue, Winnipeg, MB, R3P 1B8

todd@mychurchwinnipeg.ca

DEADLINE FOR APPLICATION: Tuesday, September 15, 2026