



## **Events Manager**

Youth For Christ Canada

**POSITION TITLE:** Events Manager

**POSITION TYPE:** Full-time (40 hours/week)

**REPORTS TO:** National Relations Coordinator

**SALARY:** \$49,852 to \$56,000

### **Who are we?**

We are YFC (Youth for Christ) Canada, an international, non-denominational Christian ministry who, for over 75 years, have passionately engaged young people to live to their full life potential as designed by God.

### **What is our Mission?**

Our mission is to see every young person living fully in Christ. At Youth for Christ we are looking for people who want to use their gifts and abilities to impact youth across Canada.

### **Primary Objective of the role:**

The Events Manager will be responsible for leading the coordination and execution of the National Ministry Conference (NMC), Regional Conferences, National Staff Gathering, partner fundraising/appreciation events, and other YFC | Youth Unlimited event needs that may arise. This position will ensure that hospitality is prioritized and executed for every YFC Gathering.

### **Responsibilities:**

#### **SPIRITUAL AND PERSONAL DEVELOPMENT (5%)**

- Is a faithful and contributing member of a local church.
- Pray for and with the YFC Canada Team.
- Spend time in spiritual reflection and development.
- Take a bi-annual spiritual retreat at Honeymoon Bay Retreat Centre or other retreat centre.
- Completion of the YFC Canada Credentialing process within 2 years of the start date.
- Participate in approved training and development courses, conferences and workshops.

#### **NATIONAL EVENT COORDINATION (65%)**

1. This role is responsible for coordinating and executing YFC Canada conferences, gatherings and events, including:
  - National Ministry Conference (biennial event for all YFC | Youth Unlimited staff across the country).
  - National Leadership Conference (annual conference for Executive Directors and chapter leadership).
  - Nationwide Connect (biennial virtual event).
  - Supporting the host chapters for the Annual Regional Gatherings (Eastern, Western and Central).
  - National Staff Gathering (annually).
  - Work with the Leadership Team to execute yearly Partner Fundraising events.

- Research and execute an annual fundraising event that allows for National team participation.
- Partnership and appreciation events for our financial supporters.

2. Events coordination responsibilities, including but not limited to:

- Communication and marketing of the events.
- Managing registration.
- Keeping the Events Lead Team on task.
- Ensuring the purpose of each event is carried through.
- Collaborating with chapters on regional events.
- Helping curate content.
- Creating communications, schedules, brochures, and other printed materials for events. Work alongside the YFC Marketing Department when needed.
- Booking and communicating with venues.
- Managing the event budget.
- This role is responsible for the creation, planning and implementation of partner events and fundraisers, both in person and online.
- Work directly with venues, vendors, sponsors, and our event committees to ensure smooth and professional execution.
- When needed, work with the Volunteer Coordinator to recruit, train, schedule, and supervise volunteers for events.
- Ensure we capture event highlights and visuals to support post-event reporting and storytelling.

PARTNER DEVELOPMENT (10%)

- Personal partnership development – which includes securing and maintaining a sound base of financial & prayer partners to a level sufficient to fund the salary and immediate costs of this position.
- Gathering financial and prayer support from the Christian community.
- Build a base of prayer partners and keep them updated through regular communications and prayer requests. Encourage prayer partners to pray for youth in Canada and globally.

MEETINGS/ADMINISTRATION (20%)

- Attend National Staff meetings (both virtual and in person).
- Meet regularly with supervisor and department team as applicable.
- Participate in staff chats and employee engagement surveys.
- Attend and execute YFC Regional and National conferences.

The ideal candidate will:

- Have experience in event planning, coordination, and management.
- Have a keen eye for detail and can anticipate needs and respond quickly.
- Possess strong collaborative people management and time management skills.
- Have excellent organizational and administrative abilities.
- Be a self-starter and have a strong work ethic.



- Be highly flexible with work hours and travel needs.
- Have exceptional negotiation skills.
- Possess strong written and verbal communication skills.
- Desire to participate in expanding the ministry of Youth for Christ.
- Have a vibrant, mission-minded faith.
- Demonstrate a strong theological / biblical understanding.

We strongly encourage applicants of all abilities and ethnicities from all denominations who love Jesus and youth and are aligned with our vision and values, to consider applying for this role. We strive to achieve equity in the workplace. Accommodations are available on request for candidates taking part in the selection process. If you require accommodation during the recruitment process, please contact us at [hr@yfc.ca](mailto:hr@yfc.ca).