



" Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring an Events Coordinator to serve in our operations department! We're looking for someone organized, creative, and passionate about planning events that bring people together and support the mission of the church. We are seeking an Events Coordinator who can join our team!"

WHAT YOU WILL DO:

As Events Coordinator, you'll lead the planning and execution of key church events, from holiday services and community outreach to staff gatherings and large-scale events. You'll collaborate with cross-functional teams, manage volunteers, coordinate logistics, and oversee event budgets to ensure every detail supports Central's mission. You'll also help shape memorable guest experiences, support communication efforts, and play a key role in fostering connection and engagement through events.

- **Plan and Lead CCC Events**
 - Oversee planning and execution of major CCC events including Big Sundays (Easter, Christmas, Kick Off) and special holiday services (Mother's Day, Father's Day, Canada Day).
 - Work closely with the Experience Team to develop themes, décor, and guest experience elements.
 - Manage event logistics, volunteer scheduling, setup, and teardown.
 - Organize internal staff events such as appreciation lunches and the annual Staff Christmas Party, including meals, entertainment, and team-building elements aligned with CCC culture.
- **Collaborate with CN & CommCrew**
 - Work alongside CN and CommCrew, two companies within the CCC Group, to support co-led events such as Niagara Christmas, the Global Leadership Summit (GLS), and Trunk or Treat.
 - Coordinate logistics, hospitality, technical needs, and facility use for shared events.
 - Ensure all events align with CCC's mission, branding, and guest experience standards.
 - Manage shared resources including volunteers, RSVP systems, signage, and media coordination.
- **Volunteer Recruitment & Coordination**
 - Recruit, train, and lead volunteers for event roles.
 - Promote a culture of hospitality, energy, and excellence in guest experience.
 - Provide support and clear direction for all volunteer teams.
- **Logistics, Communication & Evaluation**
 - Create and maintain planning tools such as event timelines, checklists, and schedules.
 - Act as the main communication link between internal teams, external partners, and vendors.
 - Collect feedback and conduct post-event evaluations to improve future experiences.
- **Reception Oversight**
 - Oversee the CCC reception desk and ensure a welcoming experience for all guests.
 - Supervise volunteer receptionists and provide direct coverage as needed.
 - Coordinate scheduling with CN and CommCrew to maintain consistent coverage.

WHO YOU ARE:

- A person with a post-secondary diploma/degree in event management, administration, or a related field, or equivalent experience in a church or nonprofit setting
- Have a minimum of 2-3 years of events experience (planning, coordination or equivalent),
- Able to lead and motivate volunteer teams with confidence and care
- Reliable, dependable, and have a strong work ethic,
- Possess excellent interpersonal and communication skills, with the ability to collaborate across departments and engage with a wide range of people
- Self-motivated, organized, and able to manage multiple deadlines with initiative and composure
- Have flexibility to work evenings, weekends, and holidays as event schedules demand.
- A person who has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint.



WHY YOU WANT TO JOIN US:

- A competitive salary range of \$19 to 24 per hour.
- The ability to impact and transform lives.
- Amazing team dynamic that is both highly motivated and passionate.

WHAT YOU CAN EXPECT FROM US:

- A competitive salary including a minimum of 2 weeks of vacation and medical benefits after the probationary period.
- Amazing facilities to foster unforgettable experiences,
- Regular personal growth and leadership development opportunities,
- The support of the entire staff in seeing people connect to God and to each other!

If you are interested in this position, please email your resume to hr@centralniagara.org.

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca