



Community & Family Events Coordinator

Position Type

Full-Time Summer Position (35 hrs/week for 8 weeks)

Location

Hillcrest Baptist Church, Saint John, NB

Position Summary

Hillcrest Baptist Church is looking for a creative and community-minded individual to help lead family ministry programming and community outreach events throughout the summer.

This role combines leadership of the Sunday children's ministry with the coordination of community-focused summer events designed to build relationships and strengthen neighbourhood connections.

The ideal candidate enjoys event planning, hospitality, teamwork, and creating welcoming environments for children and families.

This role includes:

- Coordinating Sunday children's ministry programming
- Planning and executing two major community summer events
- Supporting children's and youth initiatives throughout the summer
- Assisting with outreach, promotion, and community engagement

Key Responsibilities

Sunday Children's Ministry

- Coordinate weekly Sunday children's programming.
- Organize schedules, activities, supplies, and volunteer support.
- Prepare engaging and age-appropriate experiences for children.
- Support a safe, welcoming, and organized ministry environment.

Community Summer Events

- Plan and coordinate two major community-wide summer event.
- Assist with event logistics including setup, scheduling, hospitality, volunteer coordination, and promotion.
- Build connections with local organizations, businesses, and neighbourhood groups.
- Help oversee event communication, advertising, and social media promotion.



- Ensure events are inclusive, welcoming, and community-focused.

Outreach & Communication

- Help create promotional materials and social media content.
- Support community engagement initiatives throughout the summer.
- Assist with volunteer communication and participant follow-up.

Collaborative Ministry Support

- Provide support for mid-week children’s and youth programming.
- Assist the Children & Youth Program Coordinator during major activities and events.
- Work collaboratively with church staff and volunteers.

Estimated Hours Breakdown (280 Hours)

Responsibility	Estimated Hours
Sunday children’s ministry planning & leadership	70
Community event planning & coordination	50
Community outreach, communication & promotion	35
Volunteer coordination & administration	25
Supplies, setup, and logistics	10
Staff meetings, reports, and budgeting	20
Support for other summer programs & events (Help set up, and be present at kid’s mid-week program)	70
Total Hours	280

Qualifications

- Strong organizational and communication skills.
- Experience with event planning, children’s ministry, community engagement, or volunteer coordination is an asset.
- Friendly, welcoming, and able to work well with diverse groups of people.
- Creative and able to work independently.
- Comfortable using social media and communication tools.
- Positive attitude and willingness to collaborate as part of a team.