



**Job Title:** Community Summer Events Coordinator

**Position Type:** Full-Time, 35 hours/week (8 weeks: July 3–August 28)

**Location:** Hillcrest Church, Saint John, NB

## **Position Summary:**

Hillcrest Church is seeking a dynamic, creative, and community-minded individual to serve as our **Community Summer Events Coordinator**. This full-time summer position will focus on organizing engaging community-wide events and leading fun, inclusive weekly programming for children. The ideal candidate will be passionate about building connections, fostering belonging, and creating meaningful experiences for people of all ages and backgrounds.

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## **Key Responsibilities**

### **Community Engagement & Events (All Ages)**

- Plan, promote, and execute two major community-wide events (e.g., movie night, BBQ).
- Coordinate logistics including scheduling, permits, venue setup, equipment, hospitality, and social media promotion.
- Recruit, train, and manage volunteers to support event delivery.
- Build and maintain relationships with local vendors, organizations, and community partners.
- Foster an inclusive, welcoming, and accessible environment for all participants.
- Collect and evaluate feedback to inform future events and enhance engagement.

### **Children's Programming (Elementary Age)**

- Lead nine Sunday kids' programs and eight weekday community drop-in events (one per week).
  - Design and implement age-appropriate activities including crafts, games, learning, and community interaction.
  - Ensure all programs adhere to safety and child protection best practices.
  - Build strong, positive relationships with children and their families.
  - Coordinate volunteer support for children's programming.
  - Monitor and assess the effectiveness of children's programming, making recommendations for improvement.
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## **Qualifications**

- Experience working with children and/or coordinating events.

- Strong organizational and time-management skills.
  - Excellent communication, leadership, and interpersonal abilities.
  - Creativity, flexibility, and a passion for engaging people of all ages.
  - Familiarity with social media platforms and promotional tools.
  - Knowledge of child safety practices and commitment to safe, inclusive environments.
  - Ability to work independently and collaboratively as part of a team.
  - A heart for community engagement and a passion for relational ministry.
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### **Bonus Assets (Not Required)**

- First Aid/CPR certification
  - Background in education, recreation, social work, or ministry
  - Experience working with diverse or cross-cultural communities
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### **To Apply:**

Please submit your résumé and a brief cover letter outlining your experience and interest in the role to [office@hillcrestsj.ca](mailto:office@hillcrestsj.ca), along with the filled out application.

**Deadline to Apply:** June 1<sup>st</sup>, 2025