



Anticipated Start Date: September 5,2024	Accepting Applications until: Open until filled
Job Title: Event Coordinator	Reports to: Manager, Sales & Booking
Location: Winnipeg, Manitoba	Hours: Up to 30 hours/week, evenings and weekends (schedule may vary).

Summary

Dakota Community Centre (DCC), located in south St. Vital in Winnipeg, is looking for an enthusiastic, event coordinator who thrives in client-first service to DCC external (client run) events and functions. This position will be responsible for planning, organizing, managing and coordinating various types of client events in our new event centre spaces and sportsplex facilities.

Responsibilities

As the Event coordinator, and working in collaboration with the Manager, Sales & Bookings, you will provide leadership in the planning, coordinating and execution of events. This will include hiring, training, scheduling and coordinating event staff as appropriate.

This role is key in ensuring the smooth and efficient operation of all external events at DCC during the evening and weekend hours and is a key liaison between the facility and its visitors, ensuring a positive experience for all.

- Responsible for the successful delivery on external events at DCC by providing coordination, communication, supervision and support for external events at DCC. In this role you would communicate with all clients, facility staff, event staff and partners to ensure that all needs are met and all events are successful and profitable to DCC.
- Serve as the point of contact between DCC, external groups, event partners and vendors as required to ensure that DCC and client needs are met.
- Primary contact for front line staff and volunteers for any issues related to external events in the facility and to ensure that health and safety regulations are strictly observed by all staff working during set-up for events and event day.
- Assists Manager in developing policies, procedures and training documents.

- Maintain cleanliness and tidiness in all facility spaces, ensuring they are ready for use by various groups.
- Report any equipment or facility maintenance issues promptly as required.

Qualifications

- Must be a minimum of 18 years of age.
- Must be available to work evenings and weekends including statutory holidays if required.
- Experience in managing events and supervising external function
- Valid “Smart Choices” license or will obtain before employment commences.
- Able to perform physical duties such as lifting, carrying and moving objects
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies set forth by DCC.
- Must be a good communicator, referring specific questions to the appropriate person and can handle public inquiries in a courteous manner.
- Demonstrate strong time management and problem solving skills.
- Must be able to work independently and as part of a team.
- Display diplomacy and tact when dealing with event renters and guests.
- Basic knowledge of administrative software such as Microsoft Suite/Office.
- Must have good record management and document handling skills
- Strong website navigational skills and knowledge of www.dakotacc.com will be an asset.
- Flexibility in availability considered an asset.
- Valid Standard First Aid, CPR and AED certificate is desired or in progress
- Must be able to complete a successful Criminal Record Check and Child Abuse Registry or have successfully passed in the last 6 months.
- A combination of relevant education and experience will be considered.

For Further Information

Please refer to the full job description online at www.dakotacc.com. We invite interested people to apply as soon as possible. Submit resumes via email to HR@dakotacc.com. Please include a short cover letter outlining your qualifications and experience as well as salary expectations. Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and encourage all who are interested to apply for this role regardless of age, gender or culture.

About Dakota Community Centre Inc.

With our Mission of being a gathering place providing excellence in sport and recreation for everyone, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport, recreation and social programs for catchment area members and beyond. Our facility features the Jonathan Toews Sportsplex, which includes a twin ice pad, gymnasium, office space and our newly renovated event centre and a 60,000 sq.ft. multi-purpose Fieldhouse which features an indoor track, hardwood floor gymnasium and other amenities.