WE'RE HIRING

DAKOTA COMMUNITY CENTRE

RENTAL & EVENT COORDINATOR

About Us

Welcome to Dakota, the hub of sport, recreation, and community spirit in south Winnipeg!
Our vibrant 160,000 sq. ft. campus attracts thousands of visitors each year, all eager to participate in our programs, celebrations, and gatherings.

We believe in fostering an inclusive and welcoming environment where people of all ages and abilities can connect, learn, play, and thrive.

The Opportunity

Help us create unforgettable experiences for thousands of visitors each year!
In this role, you will plan and organize event logistics, direct staff, and ensure top-notch customer service.

In this full-time position, you will work evenings and weekends to ensure events run seamlessly.

What you'll do

- ✓ Lead event planning & execution
- ✓ Support clients, vendors, and guests before and during events
- ✓ Ensure event needs and facility standards are understood by the team and met to the customer's satisfaction
- ✓ Train and schedule event staff
- ✓ Address inquiries and concerns with professionalism and community-focused care

What you bring

- ✓ Education & experience in recreation, event management or a related field
- ✓ Excellent interpersonal, customer service & communication skills
- ✓ Strong organizational, problem-solving & decision-making skills
- ✓ Ability to work varying hours for events and lift/move up to 50 lbs
- ✓ Previous supervisory experience and using ActiveNet are assets

VISIT US AT DAKOTACC.COM

Send your resume and cover letter to:
hr@dakotacc.com
Deadline date: **November 27, 2026**

DCC welcomes applications from everyone.
Accommodations are available upon request during the assessment and selection process.