



CSC Volunteer Profile

New Canadian Hub Event Coordinator

Position Summary:

The Event Coordinator works with the New Canadian Hub (NCH) staff team and other volunteers to plan, prepare for and implement larger event events that contribute to a culture of celebration, warmth and belonging, and a culture where Jesus' love shines in everything we do.

Ministry Vision:

New Canadian Hub exists to help new immigrants by extending them friendship and services irrespective of their faith background, and through love and developed relationships, to introduce them to Jesus.

Duties & Responsibilities:

- Become familiar with NCH population and culture
- Together with NCH staff to pray and lead event volunteers in planning
- Coordinate, communicate with and direct volunteers to execute the event
- Report on progress to NCH staff
- Be present at event to encourage, trouble-shoot, celebrate and share stories. Follow up meeting with staff for feedback and evaluation.

Time Commitment:

- 5-6 events per year, time varies with each event, but includes pre-planning, preparation, set-up, event time, and follow up evaluation.

Qualifications & Requirements:

- Christ-like love and respect for new immigrants/people of other faiths and cultures
- Prior immigrant serving and/or intercultural life experience
- Administrative skills; organized, attention to detail
- Ability to collaboratively lead and delegate a volunteer team, providing encouragement and feedback
- Prior event planning experience an asset

Getting Involved Form, Ministry Partner Agreement, Confidentiality Agreement, Model Release Form, Police Check Instructions, Child Intervention Check Instructions, CSC Media Release Form

Volunteer Benefits:

Opportunity to serve God and others with the gift of hospitality (Rom 12:5-6) Friendship with like-minded volunteers and new Canadians Opportunity to learn from people of other faiths and cultures.

Gifts:

Administration, Hospitality, Leadership