



MENNONITE BROTHERS COLLEGIATE INSTITUTE

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Life Well Learned.

MBCI Alumni & Community Engagement Coordinator (Full-time position)

Job Summary:

As part of the Advancement Team, the Alumni & Community Engagement Coordinator takes a lead role in organizing and managing event logistics for fundraising, student recruitment and community building events, in addition to maintaining the alumni and donor database.

Duties and Responsibilities:

- Work alongside the Director of Advancement and event committees to coordinate plans and logistics for MBCI's fundraising and community engagement events, including Annual Homecoming celebration
- In consultation with the Communications Team, assist with event communications and promotions
- Assist with creating and maintaining event plans and reports
- Coordinate parent volunteers as needed
- Assist with the planning, organization, and logistics of student recruitment events
- Maintain donor and alumni database
- Gift entry, acknowledgement, and receipting

Qualifications:

- A Christian person with active membership in a Christian church.
- Affirmation of the MB Confession of Faith
- Minimum of 2 years of experience in event coordination
- Excellent time management and organizational skills
- Strong communication and interpersonal skills
- Ability to work in a team environment
- Proven creativity

Interested applicants should submit a resume and statement of faith to:

Mennonite Brethren Collegiate Institute
Attention: Andrea Buller, Principal
173 Talbot Avenue
Winnipeg, MB R2L 0P6
P: 204.667.8210
E: abuller@mbci.mb.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.