



## Job Description Events Coordinator

Title: Event Coordinator  
Report to: Active Aging in Manitoba (AAIM) Executive Director  
EFT: 1.0 EFT – Full time Contract Position

### Position Summary

Reporting to the Executive Director of AAIM, the Events Coordinator is responsible to assist with development, planning and implementation of AAIM's core programs and special events, including the Manitoba 55+ Games.

### Duties and Responsibilities

- Coordinate projects, programs and initiatives designed to meet AAIM's mission, goals, objectives and strategic plan.
- Plan and implement healthy active aging programs and presentations under the direction of the Executive Director.
- Prepare, update, maintain documentation and reports for all events.
- Work with various committees, volunteers, and other organizations as required.
- Assist with planning and coordinating the Manitoba 55+ Games, in – person and virtual, under the direction of the Executive Director.
- Assist in developing promotional materials.
- Manage AAIM's program registration system, update website and social media.
- Support AAIM's financial, communication and marketing plans.
- Other duties as assigned.

### Job Qualifications

- Post-secondary degree in Kinesiology, Recreation Management, or equivalent.
- Sport event management experience is an asset.
- Excellent computer skills, MS Office, and skills in web-based communication.
- Effective communicator: both verbal and written.
- Non-profit knowledge and experience working with older adults is an asset.

## Job Requirements

- Ability to travel throughout Manitoba as required. Must have access to a vehicle and possess a valid driver's license.
- Adherence to AAIM policies and procedures, technology standards, code of conduct, privacy guidelines, including financial accountability to a budget.
- Ability to work independently, be resourceful, and collaborate with others.
- Ability to present the values and mission of AAIM to healthy aging stakeholders, potential sponsors, and the broader public.
- Ability to work with volunteers and effectively engage older adults.