



PROVIDENCE

EVENTS COORDINATOR

For a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

The Events Coordinator will report to the Director of Facilities and is responsible for overseeing and managing external events and coordinating with various stakeholders for internal events, ensuring smooth operations from planning through execution. This includes coordinating facility rentals, special events, guest services, custodial services, and providing logistical support. The role also includes supervising any event staff, if applicable.

The Events Coordinator will provide administrative support to the Director of Facilities.

Due to the nature of this role, the successful candidate is expected to live on or near campus to ensure availability for event-related responsibilities, including evenings and weekends.

KEY RESPONSIBILITIES

Internal Providence Events:

- Be the point person to assist various Providence departments as they plan and execute internal events, including student activities, academic and staff functions.
- Coordinate event logistics including space booking, catering, AV requirements, accommodations and timelines.
- Act as liaison between departments to ensure smooth execution of events.
- Ensure various events maintain appropriate standards of quality.
- Ensure event planners are aware of key considerations, policies, timelines, limitations, options, etc., available to them as they plan their events.
- Prepare and issue event quotes/invoices.
- Create and maintain a Providence Events Policies & Procedures Handbook.

External Events and Facility Rentals:

- Manage facility rentals and coordinate logistics for external groups and organizations
- Handle inquiries, create contracts, and oversee bookings from initial contact through post-event follow-up
- Greet and support event organizers on-site as needed.
- Develop marketing strategies and relationships to grow external rental business (especially May – June)
- Promote Providence as a rental venue through outreach, and communication.
- Ensure external event organizers are aware of, and follow, all Providence campus policies and procedures.



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Guest Services:

- Oversee temporary housing and guest suite arrangements for campus visitors, guests, and modular students.

Administrative Support:

- Assist Facilities Office with work order assignments and purchasing
- Maintain departmental inventories, scheduling and records
- Requisition vendor payments, support budget administration and perform credit card reconciliations

COMPETENCIES

- Excellent written and verbal communication skills.
- Excellent interpersonal communication skills between students and departments.
- Customer-service focused with a professional, positive demeanor.
- Strong organizational and multitasking abilities.
- Proficient in Microsoft Office 365 and willing to learn new software.
- Detail-oriented with good problem-solving skills.
- Ability to work independently and as part of a team in a dynamic environment

EDUCATION & QUALIFICATIONS

- Bachelor's degree in Event Management, Hospitality, Business Administration or a related field is preferred.
- 1-2 years of relevant experience in event planning or facility coordination.
- Experience in faith-based post-secondary institutions is an asset
- Proficient in MS Office 365 products
- Experience in database management is an asset

PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.
- Alignment with Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT



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- This is a permanent, full-time position (37.5 hours per week).
- Flexible Hours to accommodate evening and weekend events
- On-site role at Providence Campus
- The successful candidate is expected to live on or near campus to fulfill event-related responsibilities.

APPLY

Submit a cover letter and resume by email to:

Darrell Friesen, Director of Facilities
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

Applications will be considered until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are particularly welcome. We thank all applicants for their interest. However, only those selected to move forward in the application process will be contacted.