



## ALUMNI & EVENTS COORDINATOR

### OVERVIEW

Do you have a knack for understanding where people are at and creating value for them? Do you have a proven track record of planning engaging and purposeful events for important stakeholders? Do you have a heart for evangelization and youth ministry in Canada? Are you able to see how engaging stakeholders through events and advancing alumni relations contributes to this mission? NET is looking for you!

We're seeking a passionate and strategic individual, experienced in project management and event planning, to advance NET's alumni relations and engage stakeholders through regular events. You will develop and implement strategies to advance relations with NET's 700+ alumni. You will also be responsible for planning and coordinating all of NET's external events. By engaging NET's stakeholders through regular events and inviting them to participate in the mission, you give thousands of youth a chance to hear about, respond to and live for Jesus Christ.

### WHO WE ARE

NET is a leading youth ministry organization in Canada and our mission is simple: bring youth to Christ. Many young people lose their faith by the time they finish high school. NET sends teams of young adult missionaries to share their faith in schools and churches so that youth may be transformed and re-engaged in their Catholic faith. We're looking for driven, talented and passionate individuals who want to use their talents to build up the Kingdom of God and see young people's lives transformed.

### WHAT DOES THIS POSITION DO?

- Coordinate all of NET's external events, including annual events, special fundraising events and virtual events.
- Coordinate special events when applicable.
- Oversight of department and event timelines, annual projects, project budgets.
- Oversight of NET's alumni relations.
- Develop and implement NET's alumni relation strategies.
- Coordinate nationwide annual alumni events.

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- Oversight of alumni communications.
- Work with the Development Team to achieve NET's fundraising goals.
- Cultivate your own team of supporters to reach a goal of raising \$1K/month in funds.

## DO YOU HAVE WHAT IT TAKES?

Here are a few things we're looking for:

- **You are a NET alumnus, with a heart for other alumni in all stages in life.** Your shared experience with other NET alumni means that you understand what alumni care about post-NET and you are eager to engage with, care for and create value for them.
- **You have a heart for mission.** You share our heart for evangelization and young people in Canada, as well the desire to build up the kingdom through your job.
- **You have excellent project management skills.** You are able to coordinate multiple levels of tasks, people, and deadlines in order to reach goals and present deliverables. You can juggle multiple projects at once.
- **You are a creative, strategic thinker.** You are innovative and open to new ideas. You are constantly thinking of new ways to accomplish your goals, and new strategies to accomplish the mission.
- **You have a high level of professionalism and excellent administration skills.** You are diligent, organized and attentive to detail. You have excellent public relation skills.
- **You are teachable.** You value continual growth. You are interested in expanding your professional skills, particularly regarding donor relations, and you continually seek personal development.
- **You are a team player.** You are interested in being part of a dynamic team. You can collaborate well with others and are able to give and receive feedback.
- **You take initiative.** While we value teamwork, you are also capable of working independently and being a self-starter.
- **You have event planning or public relations experience.** Post-secondary education, knowledge of and 2-3 years experience in event planning, public relations or the equivalent will be an asset.

## WHAT WE HAVE TO OFFER

- Daily charismatic staff prayer, including daily Mass once a week (*varies during COVID*)
- A culture of professionalism, support, and dedication to team building, individual growth and leadership development
- A community of passionate Catholics working towards building the kingdom & growing in holiness
- Being part of a dynamic team working towards maximizing and maintaining NET's resources
- An office in the Nation's Capital

## ADDITIONAL INFORMATION

- This is a full-time position
- Position start date is flexible
- Salary commensurate with education and experience

*Applicants must provide a cover letter, résumé, and contact information for two additional references. Detailed job description available upon request.*

For more information or to submit your application by email, contact Heather at [heather@netcanada.ca](mailto:heather@netcanada.ca) or at 1-877-521-4426.

