



Queen's House Retreat & Renewal Centre
601 Taylor Street West, Saskatoon SK. S7M 0C9
Phone: 306-242-1916

Queen's House was established in 1958 as a ministry of the Missionary Oblates of Mary Immaculate (OMI Lacombe Canada) to serve our community. Queen's House is a place of encounter, a gathering place and oasis in an ever-changing world. We are nestled in a quiet corner of Saskatoon on the bank of the South Saskatchewan River. Queen's House offers a welcoming blend of calm and challenge, solitude and community, prayer and interaction. We offer a variety of retreats, workshops, and programs for spiritual direction aimed at nurturing body, soul, and spirit. We are seeking a part-time (40%)

Events & Engagement Coordinator

Position Summary:

As part of the Leadership Team and reporting to the Executive Director, this position will be responsible for creating and managing the logistics, relationships and our brand of Queen's House events, donor engagement and various modes of communication.

Key Responsibilities:

Events:

- Lead the planning, management, outcomes analysis and evaluation of existing events that include:
Spring Raffle (May) Bike-A-Thon (September) Summer Concert (under consideration)
Oblate Golf (June) Gala Dinner (November) Advent & Oblate Raffle (December)
- Generate new event ideas and appropriate business case for consideration and implementation.

Donor Engagement:

- Be the point of contact person for donor conversations.
- Actively seek opportunities to build and grow past, present and future donor relationships and engagement.

Communications:

- Create and share clear, concise and consistent content across all communication platforms.
- Regularly update and report using the various modes of communication.
- Grow our online communities and drive conversation year round.
- Collaborate with team to send consistent internal and external communications.
- Engage with our local and national Oblate Community to align with this ministry and identify their support for and with each initiative.
- Strengthen donor, volunteer and stakeholder commitments of our community in the service of the needs of those we serve.

Qualifications & Competencies:

- A dedicated spiritual life.
- Excellent inclusive, interpersonal skills with outstanding communication.
- Desire to work in a team environment, interact with the public in a professional manner and serve with a spirit of hospitality, community and inclusion.
- Strong understanding of various modes of communication / social media / IT applications.
- Keen organizational skills, attention to detail with ability to take initiative.
- Willingness to work evenings and weekends as required by projects and events.
- A degree / diploma in Marketing, Communications, PR, Events or a related field is preferred.
- Experience at a not-for-profit or charity and/or in a fund raising or event capacity is preferred.

Terms of Employment:

- 16 hours per week with flexibility for evenings and weekends as scheduling and event needs require.
- Salary commensurate with OMI guidelines.
- Start date preference is immediate and as agreed.

Submit resume, cover letter and references to Brendan Bitz – Director at Queen's House at director@queenshouse.org by **Friday, February 15, 2019**. Thank you in advance for your interest.