



# Pregnancy Care Centre

## WE'RE HIRING!

The Pregnancy Care Centre (PCC) is seeking an **Events Coordinator**

**Hours of work:** 10 - 18 hrs/week

**Remuneration:** based on qualifications and experience

### QUALIFICATIONS:

- A diploma or bachelor's degree in event planning, marketing, or a related field preferred
- 2+ years of related experience in customer service, project management and event coordination
- Demonstrated leadership experience in communications and event planning
- Adept in project management, including sourcing vendors, team management, and reporting
- Experience developing and evaluating fund development campaigns
- A team-oriented individual with excellent verbal and written communication skills
- Strong organization and project management skills
- Proficient in Microsoft applications
- An outgoing, creative initiator who is passionate about engaging the community and hosting high-impact events
- Able to work flexible hours
- Demonstrates a personal relationship with Jesus Christ and is actively involved in the local Christian community

### INTERESTED?

For more information on this, or to forward a resume and cover letter, contact:

[admin@pregnancycarecentre.ca](mailto:admin@pregnancycarecentre.ca)

### Receiving Applications

until suitable applicant found

Only those qualifying for an interview will be contacted.

PCC is a faith-based charitable organization dedicated to providing accurate information, compassionate support, resources, and community connections to anyone impacted by unplanned pregnancy regardless of age, gender, culture, religion, race, income, or education level.

**Pregnancy Care Centre**

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[www.pregnancycarecentre.ca](http://www.pregnancycarecentre.ca)