

Events Coordinator

About the MRA

The Manitoba Runners' Association (MRA) is a not-for-profit organization supporting the running community in Manitoba. Our mission is to “Promote and support running for health, fun and fitness-for-life to runners of all ages and abilities.” We aim to encourage mass participation in running through fun events and activities, while at the same time supporting the individual pursuit of excellence through competitive road races.

Through our affiliation agreement with Athletics Manitoba (a provincial sport organization), MRA is also the official sanctioning body for road running in Manitoba. We establish and monitor standards to ensure that sanctioned races are well-organized and safely executed. We also support Race Directors to make their events a success.

MRA is governed by a volunteer Board of Directors who hold us accountable to our members and to the community. We are run by an Executive Director and supported by a large volunteer network.

About the role

The Events Coordinator supports the MRA by organizing excellent events and supporting the Executive Director in the day-to-day management of the MRA. The Events Coordinator reports to the Executive Director, who has overall responsibility to run and manage the MRA responsibly.

Primary duties and responsibilities

Event management

- Research, understand, and (in some cases) establish the requirements for events.
- Plan events with attention to scope, cost, quality, logistics, and time constraints. Review event plans and budgets with the Executive Director.
- Book venues, arrange for necessary permits, and coordinate other site-related details.
- Plan for, acquire, and manage equipment and other physical resources.
- Plan for, acquire, and manage volunteers and paid staff.
- Plan for, create, and distribute communications, marketing materials, and social media posts.
- Research vendors, negotiate terms, and choose the best combination of quality and cost.
- Manage event operations, including preparation, setup, readiness inspections, programming, and take down.
- During events, oversee happenings and act quickly to resolve problems.
- Evaluate events' success and provide reports as required to the Executive Director.

Other duties

- Act as the Executive Director in times of vacation or illness.
- Support the Executive Director as required in the day-to-day operations of the MRA.
- Maintain strong relationships and communication with members, Race Directors, Athletics Manitoba, sponsors, donors, sports organizations, the media, and other key stakeholders.
- Represent the MRA at community events to enhance the MRA's profile.
- Perform other duties as may be required from time-to-time.

Knowledge, skills, and abilities

The Events Coordinator should demonstrate competence in some or all the following:

- Management of events, big and small.
- Management of people, finances, physical resources, and projects.
- Communications, marketing, social media, and stakeholder management.
- Building positive working relationships within and outside the running community.
- Planning, organizing, and attention to detail.
- Problem solving, creativity, and flexibility.
- Grace under pressure: the ability to handle stress while remaining calm and effective.

Compensation and working conditions

- \$25,160 annually, based on an average expected work week of 24 hours.
- 10 days paid vacation each year; 15 days paid vacation after three years of service.
- Hours vary seasonally; some evening and weekend work is expected.
- Work from home. A stipend is provided for office expenses.
- Local travel is required. Access to a reliable vehicle is required. A stipend is provided for travel expenses.

Last updated: 2023-09-05