



Program & Community Engagement Coordinator

Variety, the Children's Charity of Manitoba

Location: Winnipeg, MB (440A Don Avenue)

Position: Full-Time

Compensation: Competitive salary and benefits

Start Date: [Insert Date]

About Variety

At Variety, the Children's Charity of Manitoba, we believe every child deserves the opportunity to reach their full potential. We support families of children living with disabilities or experiencing financial barriers by providing funding for essential equipment and therapies, inclusive recreation programs, and meaningful community experiences.

The Opportunity

We're seeking a highly organized and community-minded **Program & Community Engagement Coordinator** to support the delivery of Variety's Bike Camp, coordinate group bookings and outreach for Camp Brereton, and strengthen engagement with Variety families and community partners.

This role combines program coordination, relationship building, customer service, and administrative support to help create impactful experiences for children and families across Manitoba.

Key Responsibilities

Program & Camp Coordination

- Coordinate participant registration, intake, and family communications for Variety's Bike Camp.
- Support volunteer coordination, program logistics, and day-to-day camp operations.
- Manage group bookings, contracts, scheduling, and customer service for Camp Brereton.
- Build relationships with schools, community organizations, and partner groups to increase program participation.

Family & Community Engagement

- Coordinate the distribution of donated tickets, experiences, and opportunities to Variety families.
- Develop and maintain relationships with community partners and stakeholders.
- Support outreach initiatives that enhance family engagement and program awareness.

Fundraising & Administration

- Provide coordination and administrative support for fundraising events and initiatives.
- Assist with prize procurement, donor engagement, and in-kind donation tracking.
- Maintain accurate program records, databases, reporting, and evaluation metrics.
- Support cross-functional projects and administrative activities as needed.

Qualifications

- Post-secondary education in recreation, community development, social services, nonprofit management, communications, or a related field is an asset.
- Experience coordinating programs, camps, events, community initiatives, or customer service operations.
- Strong organizational, communication, and relationship-building skills.
- Ability to manage multiple priorities in a collaborative environment.
- Proficiency with Microsoft Office and database systems.
- Experience working with families, volunteers, or community organizations is an asset.
- Valid driver's license and occasional travel may be required.

Why Join Variety Manitoba?

This is more than a fundraising role—it's an opportunity to create meaningful change in the lives of children and families across our province.

We offer:

- A collaborative and mission-driven culture.
- The opportunity to make a tangible impact every day.
- Competitive compensation and benefits.
- Flexible and hybrid work arrangements.
- Professional growth and leadership opportunities.

- The chance to work alongside passionate staff, volunteers, donors, and community partners who are committed to helping children succeed.

Our Commitment to Inclusion

Variety, the Children's Charity of Manitoba is committed to fostering an inclusive and accessible workplace. We welcome applications from all qualified candidates and provide accommodations throughout the recruitment process upon request.

Apply Today

If you are an accomplished relationship-builder and fundraiser who wants to make a lasting difference in the lives of Manitoba children, we would love to hear from you.

Please submit your cover letter and resume to:

Jeff Liba

Email: jliba@varietymanitoba.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join us in helping children live fuller, more meaningful lives.