



ST. MARY'S ACADEMY FOUNDATION

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www.smamb.ca

Career Opportunity: Events and Special Projects Coordinator – Part-time (22.5 hours/week) *10 months/year (September-June)*

St. Mary's Academy (SMA), a Catholic school for girls rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary, is dedicated to nurturing young women in spirit, mind, and body. The SMA Foundation supports the school's mission and works to ensure long-term financial health and sustainability of the Academy.

We are currently seeking an **Events and Special Projects Coordinator** to join our Advancement Department. This is a part-time, in-person position working 22.5 hours per week (3 days per week) for 10 months a year (September-June). The Events and Special Projects Coordinator is responsible for planning and executing events and initiatives that connect the SMA community and advance the school's mission. This role supports both alumnae engagement and fundraising events, ensuring they are well-organized, meaningful, and reflective of SMA's values.

Key Responsibilities:

- **Plan and Deliver Events:** Coordinate alumnae gatherings (Homecoming, reunions, Marian Awards Brunch, etc.) and support major fundraising events such as the IGNITE Gala and Online Auction.
- **Lead Special Projects:** Assist in initiatives that celebrate alumnae, foster philanthropy, and build community connections.
- **Create Communications:** Develop engaging content for event materials, newsletters, Torch Light magazine, social media, and the SMA website.
- **Engage Volunteers:** Recruit and support volunteers to ensure the success of events and projects.
- **Administration:** Maintain accurate records, track participation, and prepare after-action reports to guide continuous improvement.

Qualifications:

- Post-secondary education in event management, communications, marketing, fundraising, or a related field; equivalent combinations of education and relevant experience will also be considered.
- Minimum 1 year of experience in event planning, project coordination, or related work (alumnae/community relations experience an asset).
- Excellent organizational, time, and project management skills.
- Strong communication and relationship-building skills.
- Proficiency in Microsoft Office 365; experience with Raiser's Edge or a similar database an asset.
- SMA alumnae standing considered an asset.

Additional Information: This is a **part-time, in-person position** working **22.5 hours per week (3 days per week)** for **10 months a year (September-June)**. Flexibility in hours will be required to meet project deadlines and provide on-site support for events.

To apply, please send your resume and cover letter on or before September 30, 2025 to:
Kate Hodgert-Fennell, Director of Advancement and Development
khodgert-fennell@smamb.ca 204 478 6031

Join us in celebrating SMA's 156-year history and contributing to its legacy for future generations!

We welcome and encourage all inquiries and interest. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.