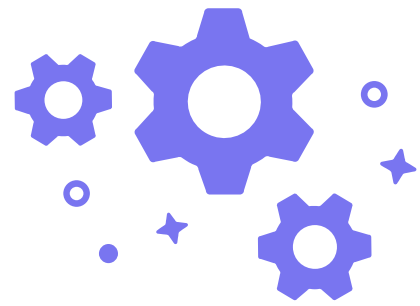




DREAM COORDINATOR

PERMANENT, FULL-TIME

The Dream Factory is seeking a **Dream Coordinator** to support in the delivery and growth of our Dream Program. This role will support the Dream Team in planning and executing in-office and in-community events (50%), administrative tasks (30%), and help make dreams come true for children and families across Manitoba (20%).

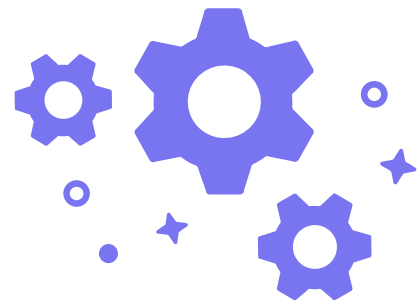
The Dream Coordinator reports to the Dream Manager and works closely with the Director of Dreams to ensure that every dream and event is magical, meaningful, and delivered with care. This role embodies Dream Factory's values of Authenticity, Connection, Fun, Reliability, and Trust by always striving to grow, adapt and create memorable moments for our families.

The Dream Factory and our "Everyday Magic" program are growing at a fast rate. While this period of growth is incredibly exciting, we must also ensure that we maintain a high level of service and that each experience that we provide for a family is memorable. The Dream Team is busier than ever, with a projection of over 60 events a year – including a variety of in-office programming, sports games, and other community events. For these reasons, The Dream Factory is seeking an eager, organized and creative Dream Coordinator to join our team!

EVENT SUPPORT (50%)

Event, Family & Program Engagement

- Collaborate with the Dream Team to develop, plan, and execute "Everyday Magic" programming for Dream Families, including in-community and in-office events, activities, and experiences.
- Prepare updates regarding events for the Dream Manager and Director of Dreams.
- Monitor and evaluate "Everyday Magic" outcomes – including number of events completed, overall family satisfaction, attendance, and costs.
- Create and post events on our Dream Family Portal which include "Everyday Magic" events taking place in and out of office.
- Track family sign-ups, ensure fairness and keep tabs on moving waitlists.
- Ensure every family interaction is warm, genuine, and delivered with care.



- Recruit, coordinate, and support volunteers who assist with “Everyday Magic” events and programming.

ADMINISTRATIVE SUPPORT (30%)

Administrative Tasks

- Support the Dream Team with new Dream Kid referrals, approved Dream Kid intake, and data tracking.
- Ensure accurate documentation, record-keeping, and use of CRM and program management systems.
- Track and reconcile program-related receipts and expenses, and support the Dream Manager with monthly budget reporting.

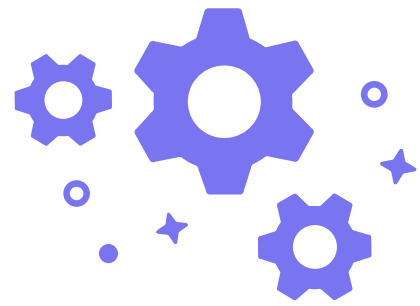
DREAM SUPPORT (20%)

Program/Dream Operations

- Participate in welcoming new families to The Dream Factory with empathy, care and understanding.
- Support with tasks that include shopping for Dream items, event supplies, pick up/drop off Dream items and other tasks as they arise.
- Participate in strategic planning and program design with the Dream Team.
- Support the Dream Team in coordinating the details and logistics behind individual dream requests, helping ensure each one comes together smoothly.

SKILLS AND BACKGROUND REQUIRED

- Experience in program delivery, operations, or child/family-focused nonprofit work.
- Confidence and hands-on experience with vendor selection, event/program creation and execution, and operational planning.
- Strong organizational and project management skills, with the ability to manage multiple projects simultaneously.
- Exceptional interpersonal skills with a demonstrated ability to build trusting relationships with children, families, stakeholders and coworkers.
- Experience with budget maintenance, vendor management, and cross-departmental collaboration.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and CRM/databases (experience with nonprofit donor databases considered an asset).



- Creative problem-solver with the ability to act swiftly with innovative solutions.
- Compassionate, empathetic, and committed to the mission of bringing joy and hope to children.
- Must hold a valid driver's license and have access to a vehicle.
- Flexibility to work evenings and weekends as required for dream delivery and events.
- Must complete a satisfactory Criminal Record Check and Child Abuse Registry Check as a condition of employment.

Salary Range: \$45,000 – \$55,000 per year with benefits package.

WHAT WE OFFER & HOW TO APPLY

The Dream Factory offers a competitive salary and benefits, a supportive work environment, and the opportunity to be part of a dedicated team that brings joy and hope to children and families. The Dream Factory is an equal opportunity employer, and we encourage individuals from diverse backgrounds to apply. Accommodations are available upon request at any stage of the recruitment process.

Interested candidates are invited to submit their resume and a cover letter outlining their relevant experience and their approach to program development in a not-for-profit setting.

Applications should be emailed to Shannon Marr at dream@thedreamfactory.ca by September 25th, 2026.

We appreciate all applicants for their interest in joining our team. Only candidates selected for an interview will be contacted.

Contact Information:

For inquiries or additional information, please contact:

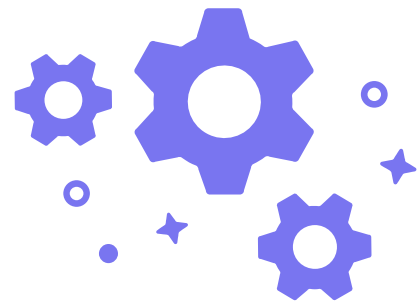
Shannon Marr

Director of Dreams

Email: dream@thedreamfactory.ca

Phone: (204) 989-4010

For more information on The Dream Factory, please visit www.thedreamfactory.ca.



ABOUT THE DREAM FACTORY

At The Dream Factory, our mission is to bring comfort and joy to Manitoba kids battling life-threatening illnesses—and their families—by creating the brightest moments throughout their medical journey and beyond.

For more than 40 years, we've transformed "dreams come true" into a lifeline of hope, and today we've evolved into a full community resource, anchored by a brand-new, kid-first space that offers families a welcoming sanctuary before, after, and between hospital visits.

We're proudly Manitoba-based: every dollar we raise stays right here, and with no core government funding our work is powered entirely by the generosity of local donors, volunteers, and partners.

Our supports run on four interconnected "gears": A Place to Dream, Family Supports, Everyday Magic, and Dreams Come True. Together they provide everything from a comfy place to play, to gas and grocery cards, to joyful community outings, to the once-in-a-lifetime dream adventures that started it all.

Guided by the values of authenticity, trust, connection, reliability, and (most importantly!) fun we believe every child deserves to DREAM BIG and every family deserves bright spots that make the hardest days a little lighter.