

**Special Events Coordinator - Full Time – Detroit, MI.  
The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Special Events Coordinator. The primary purpose of this position is to effectively plan and implement special events of several of the Detroit based ministries.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Effectively plan, maintain and coordinate current annual events while seeking opportunities for future fundraising activities
- Provides broad support for all Detroit ministry events, including: all event logistics, working with volunteer committees, collateral production and coordination of décor
- Responsible for soliciting sponsorships and coordinating silent and live auctions
- Coordinate event timelines, print materials, volunteer needs marketing materials, and tracking of event budgets
- Ability to function in a collaborative environment while also working independently and managing several tasks simultaneously
- Effective interpersonal and communication skills
- Strong computer Skills: Microsoft Word, Excel, Access, Publisher and InDesign
- Experience in Raiser's Edge software strongly preferred
- Develop and maintain community contacts (individual and organizations) who support the mission of the various Detroit based ministries
- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities
- Some periodic local travel will be required (within Metro Detroit)
- Some nights and weekends required

**Qualifications:** The desired education and experience level for this position is a Bachelor's Degree and two years of prior experience in Special Events, Fund Raising, Development or Marketing. Having a flexible schedule is preferred to ensure successful events.

**Please submit letter of interest and resume to:**

[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Special Events Coordinator in the subject line.

OR

Attention: Human Resources  
Special Events Coordinator  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207