

Special Events Coordinator, Full Time – Milwaukee, WI
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 annual giving and special events for Capuchin Community Services.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities
- Maintain and coordinate current annual events while seeking opportunities for future fundraising activities
- The ability to develop and create appealing communications and publications
- Ability to function in a collaborative environment while also working independently and managing several tasks simultaneously
- Effective interpersonal and communication skills
- Computer Skills: Microsoft Word, Excel and Internet based programs such as EventBrite, MailChimp, etc.
- Experience in Raiser's Edge software strongly preferred, will enter data regularly
- Under the direction of the Development Administrator and in conjunction with the Province Public Relations Office, coordinate public and media relations and advertising campaigns as they relate to events
- Develop and maintain community contacts (individual and organizations) who support and the mission of the Capuchin Ministries
- Some periodic local travel (Greater Milwaukee area) will be required

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

Please submit letter of interest and resume to:

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