**Special Events Coordinator, Part 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 special events in support of annual giving campaigns for several of the Milwaukee based ministries.

Responsibilities:

* 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, Access and Raiser’s Edge Software
* As assigned by the Development Administrator work 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 travel will be required.

Qualifications: The desired education and experience level for this position is an Associates Degree and two years prior experience in Special Events Management, 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