



Position Vacancy Events Coordinator

AmeriCorps Community Corps Member – Events Coordinator

Based: Custer, Wisconsin Office
Period of Service: September 12, 2022 - August 31, 2022
(End date is negotiable – Start date is not)

To Apply

To apply, email a PDF that includes:

1. [Completed a MCHS AmeriCorps Volunteer Wisconsin member application](https://redcap.link/2rw0p9d1)
(<https://redcap.link/2rw0p9d1>)
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline to Apply

Applications will be reviewed as they are received. **An applicant may be selected at any time before August 15, 2022. Please submit your application as soon as possible.**

Job Description

The Events Coordinator will work closely with the Events Committee to coordinate MREA's annual June [Energy Fair](#) and [annual volunteer events](#). Duties include but are not limited to volunteer program support, on site volunteer coordination, and general event support.

The Events Coordinator will be able to take on an additional organization and management of portion(s) of The Energy Fair (depending on interests) which directly engage the community.

The Marshfield Clinic Health System (MCHS) AmeriCorps Community Corps program offers:

- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability).
- Receive ongoing professional skills training throughout the year to build your resume
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
- Developing value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they've invested in the member and what they will be receiving.

Primary Responsibilities

General & Events Administration

- Participate in Events Working Group
 - Help plan and implement annual Energy Fair

- Participate in other working groups as needed
- Participate in MREA staff meetings and planning sessions.
- Data entry
- Basic website editing (training provided)

Volunteer Management Support

- Recruiting, managing, and tracking volunteers, especially for MREA's volunteer days:
 - Move Some Earth Day (May)
 - The Energy Fair (June)
 - Brisk Fall Clean Up (October or November)
- Support Working Member program
- On-site coordination of volunteers for volunteer days & the week before, during, and after The Energy Fair.
- Assess and document MREA's volunteer management practices pre and post service.
- Printing and distributing volunteer materials as needed
- Assist in social media promotion to outreach to and engage volunteers.
- Other Volunteer Program support and needs as requested.
- Attend outreach events to encourage volunteer engagement and participation.

Qualifications

A successful candidate will be:

- Results oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- An excellent communicator who can promote the MREA's mission to the community
- Comfortable working in groups
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations)
- Able to flex communication style to multiple audiences

Requirements

1. Must be able to begin on September 12, 2022.
2. Must be at least 17 years old by September 12, 2022.
3. Must have a minimum of a High School diploma or GED certificate.
4. Must be willing to serve for up to 12 months and complete the full term of service.
5. Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service.
6. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from serving as a member).
7. If selected, must attend orientation on Sep 12-16, 2022 and midterm training in January 2023 (exact dates TBD).

Benefits

- Living allowance paid every two weeks during term of service. Net pay affected by withholdings claimed.

- Education award for full-time members is \$6,495; half-time members is \$3,247.50, provided upon successful completion of service.
- Childcare assistance is available to full-time members only and is based on household income eligibility (information provided on request). If this benefit is a necessity for an individual to be able to serve, please have them contact the AmeriCorps Manager immediately to begin the process of determining eligibility.
- Basic individual health, dental and vision insurance is available to full-time members only. No family plan.
- All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
- Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
- MCHS AmeriCorps service gear provided by program.

Additional Benefits Offered By MREA

- Flexible work environment
- Casual dress code
- Free registration to MREA Trainings
- On-site Training