



Job Description

Special Events & Social Media Coordinator

Location: West Allis, WI

Reports to: Executive Director

Organization Overview

Established in 2008, the Milwaukee Homeless Veterans Initiative (MHVI) is a nonprofit organization dedicated to helping veterans and families achieve and sustain independence.

Position Overview

MHVI seeks a motivated, organized, and creative professional to enhance the organization's visibility, support fundraising initiatives, and engage veterans, donors, volunteers, and community partners. This role supports both digital outreach and special events and is ideal for someone with strong communication skills and a commitment to serving veterans.

Key Responsibilities

Social Media Management

- Develop, schedule, and maintain digital content aligned with MHVI's mission and initiatives.
- Increase MHVI's online presence and community engagement across social media platforms.
- Promote events, highlight veteran needs, and support donor and volunteer outreach.

Special Events Support

- Provide on-site support for community events, workshops, and fundraisers.
- Coordinate volunteers and assist with logistics, including ordering supplies and venue setup.
- Perform administrative tasks and assist with special projects assigned by the director.

Qualifications

- Strong organizational, problem-solving, and communication skills.
- Ability to manage multiple priorities independently and meet deadlines.
- Demonstrated professionalism in handling confidential and sensitive information.
- Flexibility to adapt to changing priorities and unforeseen circumstances.
- Proficiency with Facebook, Instagram, LinkedIn, and Twitter (X) including content creation.
- Knowledge of social media best practices, legal considerations, and emerging trends.
- Proficient with Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.



Requirements & Experience

- Bachelor's degree in a related field; or specialized training with a minimum of three years of relevant experience, including interaction with senior leadership.
- Verifiable work experience and references applicable to duties outlined in this description.
- Experience in non-profit or social service environments preferred.
- Ability to stand, walk, bend, stoop, kneel, and lift up to 25 pounds; push carts up to 50 lbs.
- Valid Wisconsin driver's license and insured vehicle required.
- Occasional travel to other counties for special events is required.

Schedule

- Monday through Friday, 8:00 a.m. to 4:00 p.m.
- Availability for evenings and weekends is required for special events and fundraisers.

Compensation & Benefits

Compensation is based on experience and qualifications. Benefits may include medical and dental insurance, supplemental insurance options, an Employee Assistance Program (EAP), paid holidays, vacation, and PTO following the probationary period.

How to Apply

Please email your resume and desired salary to debbieb@mhvivets.org. No phone calls please.

Equal Opportunity

MHVI is an Equal Opportunity/Affirmative Action employer. All qualified candidates are encouraged to apply.

Website: www.mhvivets.org Facebook: [Milwaukee Homeless Veterans Initiative -SEW](https://www.facebook.com/MilwaukeeHomelessVeteransInitiative-SEW)