



About Midstate Independent Living Choices

[Midstate Independent Living Choices, Inc.](#) (MILC) is a consumer controlled, non-profit, non-residential organization serving 11 counties in Wisconsin, since 2000. We work with consumers to research, evaluate and assist them with making healthy decisions. Our services include: Information and Referral, Advocacy Services, Independent Living Skills Training, Peer Support, Transition Services, Community Education, Accessible Recreation, Representative Payee Program, Include, Respect, I Self-Direct (IRIS) Program and Personal Assistant Services (PAS).

About the Role

MILC is looking for an enthusiastic Public Health AmeriCorps Member to join our team to be responsible for planning, organizing, managing and coordinating various types of disability events. These can range from fun indoor activities indoor like arts & crafts, bowling, dances or gaming, to outdoor activities like walking/fitness clubs or kayak and ski events. The Public Health AmeriCorps Member will be the “go-to” person and will coordinate everything from a big-picture viewpoint to creating flawless experiences for our consumers. They will also be responsible for hosting MILC tables and booths at conferences and trade shows. Bring your problem-solving skills and passion for perfection to MILC and enjoy the satisfaction of turning ideas and dreams into reality.

Public Health AmeriCorps Member Responsibilities

- Plan and organize events, including researching and hiring vendors, booking venues, inviting participants and creating signage.
- Monitor and oversee events from preparation and set-up through teardown to ensure adherence to planned format, cooperation between vendors, resolution of issues, and overall satisfaction of participants and sponsors.
- Perform post-event tasks promptly such as reviewing invoices and bills, approving payments, and documenting issues and resolutions
- Evaluate potential locations, providers, vendors, and other professionals frequently to determine viability for future events

Event Coordinator Member Qualifications/Skills

- Well-organized with excellent multi-tasking abilities.
- Strong communication and interpersonal skills.
- Creative problem-solving skills
- Self-starter with ability to work independently
- Familiarity with major social media platforms (Facebook, Twitter, YouTube, etc.)
- Proficient with the use of Microsoft Office (Excel, Outlook, Publisher)