



SPORTS/EVENT MANAGEMENT INTERNSHIP:

Job Title: Sports & Competition Intern

Supervisor: Will report to Central Competition Director

Start Date: Positions available for Fall, Spring, and Summer Terms

Position Description: Local non-profit organization seeks a part-time intern to assist in competitions and fundraising. This is an internship for school credit and an excellent opportunity to gain experience in a fast-paced and collaborative environment. Special Olympics, PA provides year round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities.

Position Characteristics: Looking for an individual with strong leadership skills, easily self-motivated, highly organized, exhibits pro-active communication, and is ready to work in a fun and dynamic environment!

Position Responsibilities:

- Event Management of sectional and state competitions including Fall Sectionals (Juniata College, Slippery Rock University and DeSales University), Fall Fest State Games at Villanova University, Bowling Sectionals (Harrisburg, Erie, and Allentown, PA), Winter State Games in Seven Springs, PA, Indoor Winter State Games in York, PA, Spring Sectionals (St. Francis University, Carnegie Mellon University, and Kutztown University), and Summer State Games at Penn State University.
- Computer data entry with registration materials and certifications in statewide database and games management software.
- Administrative needs such as mass mailings to include revision, finalizing details, e-mailing and mailing, updating information as received from volunteers and event contacts, filing and photocopying of materials.
- Detail follow-up of registration materials and logistics for events by phone and/or e-mail.
- Public Relations needs such as press releases or media contacts as needed.
- Meeting attendance for committee planning meetings by phone or in-person when possible.
- Equipment inventory, ordering, loading, and unloading for events.
- Final Report – compose a written account of events and analysis for future recommendations based on committee and staff feedback and personal experience.

Position Requirements:

Flexibility. This position will be a minimum of 20 hours/maximum 40 hours per week. Interns are treated like full-time employees and the same is expected in return. Attendance in the office and business casual work attire is required. This position will require evening and weekend work/travel.

Experience and Skills:

- Fluency with Microsoft Word and Access (knowledge of Excel, Power Point, & Publisher helpful)
- Good oral and written communication skills.
- Ability to work independently and in a group setting.
- Great organizational skills and detail-oriented.
- Able to work long hours during events.
- Personable and ability to work with a variety of people.
- Volunteer experience (with Special Olympics helpful).

Location:

2570 Blvd of the Generals
Suite 124
Norristown, PA 19403

200 Cedar Ridge Drive
Suite 214
Pittsburgh, PA 15205

Benefits include experiences gained with:

- Event Coordination
- International sports organization
- Non-profit sector
- Solicitations for donations of services and products
- Logistical Planning
- Computer software and data entry
- Microsoft Office (Word, Excel, Access, Power Point)
- Volunteer Management
- Sports management in close to 15 sports
- Financial/budgetary work

As this is an unpaid internship opportunity, other benefits include:

- Expenses covered during all event related travel (i.e. food, housing, mileage reimbursement if applicable)
- Networking with a variety of professionals in non-profits, business, education, sports, etc.
- Office resources provided on-site such as own work space, computer, telephone, photocopier, fax, refrigerator and microwave.

To Apply:

Please submit a cover letter, resume and 3 references' names and telephone numbers to:

careers@specialolympicspa.org

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 20,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org