



## SPORTS/EVENT MANAGEMENT INTERNSHIP

**Job Title:** Sports & Competition Intern

**Supervisor:** Will report to Senior Competition Director

**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 Festival at Villanova University, **the largest annual student-run Special Olympics event in the world**. Other competitions include the Eastern Fall Sectional at East Stroudsburg University and Winter State Games in Seven Springs, PA.
- Planning of Polar Plunge at Drexel University in December.
- Planning and Management of unified intramural sport opportunities on local college campuses.
- Computer data entry with registration materials and certifications in statewide database and games management software.
- Administrative needs such as mass mailings, updating information as received from volunteers and event contacts, filing and photocopying of materials.
- Public Relations needs such as press releases or media contacts as needed.

### **Position Requirements:**

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:**

The office is business casual environment in the Norristown area with 20 full-time employees.  
2570 Blvd of the Generals  
Suite 124  
Norristown, PA 19403

**Position Type:**

Undergraduate internship, Graduate internship

**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

**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 photocopier, fax, refrigerator and microwave.

**To Apply:**

**Gina Reid, Senior Competition Director**  
Special Olympics, PA  
greid@specialolympicspa.org  
610-630-9450, ext. 234

EOE/M/F/V/H

**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 18,000 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](http://www.specialolympicspa.org).