



Western Development Internship

Job Title: Fundraising & Events Intern

Reports to: Director, Strategic Fundraising Events & Corporate Stewardship

Position Overview & Basic Function: The Fundraising and Events Intern will assist the Special Events Directors & Managers in the implementation and execution of Special Olympics Pennsylvania fundraising events throughout the state.

Candidates should possess:

- Strong written and verbal communication skills
- Excellent organizational skills
- Ability to work in a fast-paced environment
- Proficient in the use of Microsoft Office; experience with social and digital marketing
- Familiarity with Event Management and Risk Management Strategies

Responsibilities include:

- Assist in planning and promoting events through traditional and digital marketing efforts
- Assist Special Event Managers in planning, setup, operation, and teardown of events; including day-to-day operations
- Support and attend special events and fundraising activities; Opportunity to own/manage various events/activities
- Assist in identifying sponsorships for events and programs
- Participate in the strategic planning of the three year strategic events plan
- Interact with event attendees in a friendly, engaging manner; cultivating relationships
- Perform light office work (administrative duties) and other duties as assigned

Experience Gained:

- Experience in the non-profit sector
- Hands on experience with a variety of projects and fundraisers
- Networking and collaboration with a variety of professionals in non-profits, business, education, sports, etc.
- Experience with a variety of CRM, Fundraising and Project Management platforms

Other:

- Must be 18 or older, and authorized to work in the United States
- Willingness to work a flexible schedule, possibly including nights and weekends
- Ability to work 15-20 hours per week.
- Must have reliable transportation
- Criminal history check and fingerprinting is required of all SOPA employees, interns and volunteers during the course of their participation. Your participation is conditional, pending the results of the background check.
- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if approved for the position, present proof of vaccination by start date.

To apply, please email your resume to kheath@specialolympicspa.org and please include the job title, your first and last name in the email subject.

Please note this internship is unpaid.

Special Olympics Pennsylvania – Western Office

Cedar Ridge Business Park, 200 Cedar Ridge Drive, Suite 214, Pittsburgh, PA, 15205 **Tel + (724) 375-7515 Toll Free + (800) 233-5161**

www.specialolympicspa.org

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



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We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit www.specialolympicspa.org.