



Regional Playbook Development Internship

Department: Marketing

Location, Hours: This is a remote position requiring approximately 20 hours/week

Organization Background

Special Olympics Pennsylvania has piloted a new organizational chart that includes the formation of regions. The early development includes the development of a "Playbook", a compilation of procedures that will be tested in SOPA's first region located in the Greater Lehigh & Pocono area that includes our current Programs in Carbon, Lehigh, Northampton, Bethlehem, Berks, Monroe and Schuylkill. This Playbook will serve as a blueprint that other regions can use as they come into existence (a total of 9 regions over the next few years).

Responsibilities

The intern will be responsible for producing Special Olympics Pennsylvania's Region Playbook in an electronic format. The overarching goal with the Playbook will be to providing direction to all levels of our program in one resource. The end result will include:

- Review several documents that will include programmatic guidelines and procedures
- Identify playbook "chapters" by roles
- Cross-check/reference each chapters information to ensure consistent information (answers in one chapter is consistent with same question in another)
- Work with Special Olympics Department Heads to resolve any inconsistencies
- Incorporate hyperlinks and background information (policies, other resources, etc.) into the playbook as appropriate
- Assure the formatting of the e-document is user friendly and consistent from one section to another
- Develop a glossary of terms
- Assure the development of references as needed (i.e., "checklists" as referred to in answers, etc.)
- Other duties as assigned.

Qualifications:

- Strong writing experience is a must
- Experience in manual writing a plus
- Pursuing Bachelor's Degree
- Preferred Majors:
 - Bus. - Business Administration
 - Operations Management
 - Management Information Systems

- Marketing
- Organizational Management
- Technology, Arts & Science
- Sport Management, Competition

APPLICATION INSTRUCTIONS: Submit a cover letter detailing your interest in this position, resume and writing sample (classwork is acceptable) to careers@specialolympicspa.org.

No phone calls or emails will be accepted.

EEO/M/V/H/V

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.