



## **SPECIAL OLYMPICS WISCONSIN POSITION DESCRIPTION**

### **TITLE**

Marketing & Development Internship

### **DESCRIPTION**

This unpaid internship position will allow students to assist Special Olympics Wisconsin's (SOWI) Development staff in working with the public, key constituents, and media. This is a flexible position that allows students to learn all aspects of event planning, marketing and fundraising. SOWI provides year-round sports training and competition for children and adults with intellectual disabilities. This position requires 10-15 hours of work per week, with plenty of opportunities to build your portfolio.

### **QUALIFICATIONS**

- Must have major in Communications, Marketing, Business, PR, English or related field
- Excellent writing and proofreading skills, including knowledge of writing news releases and/or feature articles
- Proficient in Microsoft Office Suite
- Effective time management skills
- Ability to work independently and meet deadlines
- Willingness to work 1-2 weekend events
- Must be a current student (undergraduate or graduate), eligible to receive college credit for internship.
- Valid driver's license

### **RESPONSIBILITIES**

- Abide by the SOWI Guiding Values
- Assist with the planning and promotion of regional fund raising events
- Develop a campus wide promotional plan for fund raising events
- Write/edit articles for newsletters and feature articles
- Occasional clerical projects including filing, organizing, phone calling or errand running
- Other duties as assigned by Regional Director of Development.

### **SUPERVISION**

The Marketing & Development Intern will work under the supervision of the Regional Director of Development. To apply, please email cover letter and resume to the Regional Director of Development at the Regional office near you.

### **MISSION:**

*The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

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Marketing & Development Intern's Signature

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Date