

# Special Events Intern

**Department:** Development**Reports to:** Sr. Director of Development**Status:** Part-time seasonal, unpaid**Supervisory Responsibility:** None

## JOB SUMMARY

Development Intern will assist with the planning and implementation of fundraising and other special events.

## PERFORMANCE DIMENSIONS AND TASKS

### 1. Special Event

*Assist with planning and implementation of fundraising events during the season of the internship. (Polar Plunge, Summer Games, FedEx Plane Pull, Law Enforcement Torch Run, Charity Golf Classic, etc.). Assist with acknowledgement of gifts, donations, and pledges, including incentive prize fulfillment. Assist with obtaining donations of cash and in-kind for related events. Assist with related marketing for special events.*

### 2. Project Coordination

*Assist in planning and implementation of projects as assigned.*

### 3. Administration/Budgets

*Assist with after-action reports for special events. Assist with tracking donors from fundraising events. Utilize existing database for special events.*

### 4. Project Assistance

Assist as needed with other Special Olympics projects. This could include office/administrative tasks, loading and unloading, physical set-up of venues, meetings, trainings, customer service and other activities associated with the general operation of Special Olympics.

## QUALIFICATIONS

- Knowledge: Basic computer knowledge (Microsoft Office: Word, Excel, PowerPoint. Knowledge of Publisher and Adobe software not required but helpful)
- Skills: Written communication, detail-oriented, interpersonal skills, flexible

## SPECIAL DEMANDS/OPPORTUNITIES

- Some weekend and evening work
- Occasional travel in-state
- Must complete Online Trainings in VMS (Application, Background Check, Coach/Volunteer Orientation (CVO), Online Protective Behaviors (OPB), and Concussion Awareness)
- Flexible hours, based on student's requirements and schedule
- Assignments can be tailored to meet the student's personal interests or specific educational requirements

## TIMEFRAME

Summer, Fall, Winter, Spring internship opportunities available.

## For more information contact:

Tracy Mortensen  
Director of Support Services  
Special Olympics Indiana  
6200 Technology Center Drive, Suite 105  
Indianapolis, IN 46278  
(317) 328-2000 ext. 247  
tmortensen@soindiana.org