



Community Outreach Internship

Location: SOAZ Distribution Center – Phoenix, Arizona

Position Summary: This is a part-time or full-time position which provides support to Young Athletes, Unified Fan Activation, State Competitions and other community connecting projects under Support Programs. Candidate will work with the Area Directors and Support Programs staff to effectively communicate on program needs and progress. Candidate will receive a stipend.

Responsibilities: The following examples are intended only as illustrations of the duties of the Community Outreach Internship. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

Responsibilities include, but are not limited to:

- Support Programs Manager with administrative and event duties.
- Work with Area Directors, Equipment Manager, and Support Programs staff regarding event needs and updates in areas
- Support Programs Manager with administrative duties.
- Assist with set-up/tear down of community events and unified activities
- Calendar management (scheduling meetings, appointments and travel)
- Support presentations and events through preparation and day-of assistance
- Proactive follow-up on deliverables and commitments
- Candidate is expected to build and maintain positive relationships with internal staff, external clients, and designated industry partners.
- Seek partnerships to enhance Support Programs with resources and funding or in-kind donations
- Increase knowledge of the organization.
- Filing/copying/mailing as required
- Adheres to SOI/SONA Risk Management polices/practices at all levels to protect SOAZ and prevent loss
- Understand ethics, compliance, and business conduct issues pertaining to the organization
- Work with Programs Manager to plan and coordinate Opening Ceremonies for Fall Games

Internship

Special Olympics
Arizona



Community Outreach Internship

Qualifications / Required Skills:

Passion for Special Olympics Arizona

- **Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- **Education:** Current college level student in good academic standing in an Arizona accredited college or university is preferred.
- **Experience:** Experience in working or volunteering with non-profits or a related field and/or working with individuals with intellectual disabilities a plus. Experience with Special Events Coordinating is highly preferred.
- **Knowledge:** Word, Excel, Outlook, and Publisher skills highly recommended.
- **Skills:** Strong organizational ability to manage multiple projects and efficient time management skills. Must be proficient in the English language and have effective verbal and written communication skills as well as customer service skills.
- **Work Schedule:** Part-time or Full-time positions located in Phoenix, Arizona available. This position's work schedule will be determined by the demands of the position and can include 40+ hour work weeks, evenings and weekends, as well as some in-state travel. Flexible and long hours sometimes required however prior approval on overtime hours is necessary.
- **Physical Demands Include:** Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.
- **Transportation:** Must have own reliable transportation and fulfill assignments with reliability and punctuality, have a good driving history and must have valid AZ driver's license.

APPLY HERE:

<https://www.surveymonkey.com/r/7BQPN73>