

In-Kind/Development Intern Job Description

Reports to: Director of Grants and Communications

Location: Support Service Office, Phoenix

Timeline: May 2019 – September 2019

Position Summary: This is an intern position with flexible hours (working up to 40 hours a week) working with the Grants and Communications Director. This intern will assist with tracking all in-kind (non-monetary) donations. Ensuring that Special Olympics Arizona effectively tracks and records all donations of value and follow-up with the donors. This is a non-paid position, but students can earn college credit through this internship.

Qualifications/Required Skills:

Passion for Special Olympics Arizona

Screening: Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)

Skills: Demonstrates excellence in written and oral communications, multi-tasking, collaborative/team-based work and strategic/creative thinking. Experienced in Microsoft Word, Excel and Publisher and possess good organizational skills.

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, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality.

Work Schedule: This position's work schedule will be determined by the demands of the demands of the position, but will be limited to a 40 hour work week including evenings, weekends, and some in-state travel.

NOTE: This internship job description is not intended to be all-inclusive. Intern may perform other related duties as negotiated to meet the ongoing needs of the organization.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive 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.

APPLY HERE:

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