

# Internship Program

Special Olympics  
Arizona



## Special Olympics Internship FAQs

- ?** **What is the purpose and impact of this internship program?**  
Special Olympics Arizona offers many opportunities to increase your knowledge of nonprofit, social services, event management, social inclusion, personal development, and professional skills. Your role with Special Olympics Arizona will be valuable, fulfilling, and rewarding as you will directly focus on empowering the over 180,000 Arizonans with intellectual disabilities to be healthy, productive, and respected members of society through Special Olympics Arizona's year-round sports training, competitions and support programs.
- 🎓** **Can I earn college credit through this internship?**  
Yes! If you need an internship as a requirement for graduation, this is the perfect opportunity for you! We will be happy to work with you and your internship coordinator on campus to ensure you receive credit for this internship and can provide Letters of Recommendations, when appropriate.
- 📅** **How long is this internship?**  
Our internships run for approximately 20-weeks during the Summer, Fall, and Spring semesters. Internships are currently offered as one full-time position or two-part time positions based on the discretion of Special Olympics Arizona staff.
- **Hours:** Our Spring internships are offered from January-May
    - Application process begins November 1<sup>st</sup>, 2017
  - **Hours:** Our Summer internships are offered from May-September
    - Application process begins March 1<sup>st</sup>, 2018
  - **Hours:** Our Fall internships are offered from August-December
    - Application process begins June 1<sup>st</sup>, 2018
- 💰** **Is this internship paid?**  
Currently, internships are unpaid positions. However, reimbursement for expenses incurred on the student's behalf may be considered and will be approved by your Supervisor.
- 👍** **I'm interested! What are my next steps?**

Step One	Step Two	Step Three
<a href="#">Review full job descriptions online</a>	If you are selected for an internship, you will receive an official offer letter to sign which identifies our onboarding process and expectations	<p><b>Welcome to our team!</b></p>
Contact Brittany Meola at <a href="mailto:Brittany@SpecialOlympicsArizona.org">Brittany@SpecialOlympicsArizona.org</a> to discuss the internship program and application process	Complete the Class A Certification	
You will be expected to submit a resume and references, conduct a phone interview, and meet in-person prior to internship offer	Attend initial day of training to receive all supplies, resources, office equipment, and SOAZ swag as we officially welcome you to our team!	



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### What types of internships are offered?

- **Community Outreach** – own and facilitate community outreach events which directly support Unified Fan Activation, Transition, and other community connecting projects under Support Programs.
- **Development** - contribute to numerous fundraising and donor relations initiatives within the different areas of development including planned giving, annual giving, grants, and donor relations.
- **Health Programs** – Get engaged in health for people with and without intellectual disabilities by assisting with the coordination, outreach, and implementation of Special Olympics Arizona’s health education programs and Healthy Athletes screenings, referrals, and follow up care.
- **Law Enforcement** – get to know our bravest volunteers with the Law Enforcement Torch Run by supporting local events, fundraisers, and activities.
- **Marketing & Public Relations** – get engaged by writing and designing content for Special Olympics Arizona through e-communications and outreach publications for statewide competitions, events, activities, and fundraisers.
- **Merchandise & Design** - This position will assist with, coordinate, and provide outreach, organization, and implementation of design skills for the brand new SOAZ merchandise line and other marketing materials for Special Olympics Arizona.
- **Office Administration** – get a behind the scenes take on program management and support by assisting with data entry, email and phone communications, and appointment setting.
- **Social Media** - This role will be instrumental in increasing our social media presence and gaining visibility for our brand. Assist with streamlining company social media accounts (Facebook, Instagram, Snapchat, & Twitter) with a goal to increase followers and enhance online communication.
- **Special Events** – work directly with our Logistics Team on special event preparation including brainstorming, community outreach, timelines, budgets, and day-of event management.
- **Unified Arts** – Directly support the newest initiative of Special Olympics Arizona by supporting the Unified Arts Committee, facilitating monthly art contests, implementing Unified Gardening and Unified Photography competitions, and providing musical opportunities for people with and without intellectual disabilities to get engaged in Unified Arts.
- **Unified Champion Schools Administration** – Work collaboratively with Support Programs team to incorporate and enhance the Unified Champion Schools program while being engaged with over 260 schools statewide.
- **Unified Sports Management** - Provides assistance and direct support to Area Directors with development, organization, and implementation of Special Olympics Unified Sports programs and events within schools and communities statewide.
- **Young Athletes** – engage our youngest audience by planning, orchestrating, and facilitating Young Athletes Days statewide.