

**Special Olympics New Jersey**  
**Position: Competition/Event Intern**  
**Term: Spring 2019**

The Competition/Event Intern will provide program support for the Competition programs.

**Reports To: Volunteer Director/Sports Director**

**Key Accountabilities:**

- Assist Sports Department in event planning and preparation of spring and summer statewide competitions, to include leagues, sectionals, and state competitions
- Event execution of spring and summer competitions including but not limited to equipment management, venue management, and administrative support
- Research locations, equipment, and event related materials as needed
- Event execution of spring and summer competitions to include volunteer/venue management, and administrative support
- Maintain contacts and sport reporting databases, including coach and chaperone forms, and utilizing the Games Management System (GMS) database

**As a Competition/Event intern, you will gain the following experience:**

- Project management
- Event planning and management
- Analytical thinking
- Nonprofit management
- Operating in a business environment

**Qualifications:**

- Must be a college/university student
- Must receive college credit for internship
- Good oral and written communication skills
- Strong interpersonal skills
- Ability to work independently with scheduled regular contact with Volunteer Director and/or Sports Director
- Technology skills including Excel, Microsoft Word, Power Point and the ability to learn Games Management System
- Able to handle multiple tasks simultaneously
- Ability to travel to events throughout the state

**Work Schedule:**

- Flexible weekdays based on school schedule
- Must be available to work some evenings and weekends

To apply for the Competition/Sports internship, please submit cover letter and resume to Trish White at [TAW@sonj.org](mailto:TAW@sonj.org).