

Special Olympics New Jersey

Position: School Outreach Intern

The School Outreach Intern will provide program support for the Play Unified School Partnership and School Outreach programs.

Reports To: Director of School and Community Partnerships

Key Accountabilities:

- Assist with grant administration including assisting with school applications review process, sending out award letters and data gathering and management.
- Communication with participating schools to promote various aspects of the Play Unified School Partnership for the coming year.
- Contact management in Salesforce and on excel spreadsheets.
- Produce flyers and program information/presentation materials
- Assist with promotion, social networking and communications for programs; take photos, draft press releases, post on Twitter
- Assist with planning and implementation of at least one Play Unified event.
- Other duties as assigned by the Education and Outreach Director.

As a School Outreach intern, you will gain experience in the following:

- Project management
- Community outreach and grass roots efforts
- Analytical thinking
- Operating in a business environment
- Nonprofit management
- Event planning and management
- Practical application of various computer software packages

Qualifications:

- Good oral and written communication skills
- Good organizational and analytical skills; attention to detail required
- Strong interpersonal skills and customer service attitude
- Ability to work independently with scheduled regular contact with Education and Outreach Director or designee
- Strong Technology Skills: Proficient in Excel, familiarity with In-design/ Photoshop/Power Point; Constant Contact; social networking including managing Facebook, Twitter and blogs
- Ability to handle multiple tasks and programs simultaneously
- Self-driven, creative, results oriented
- Ability to travel to surrounding counties for events and projects

Work Schedule: 10 - 15 Hours/week

- Flexible hours- weekend and evening hours will be expected
- Travel to events or meetings outside of the area will be required