

Spring Internship Opportunity

Special Olympics New Jersey (SONJ) in Lawrenceville, NJ is looking for an enthusiastic, dedicated individual who is willing to provide support to the Healthy Communities/Healthy Athletes department. The intern would work closely in working with SONJ staff as well as professionals who screen athletes with intellectual disabilities for concussions, visual impairments, dental issues, hearing impairments, issues pertaining to their feet, health and fitness.

Key Responsibilities:

- Assist with general office management (i.e. typing, filing, copying, faxing)
- Assist with the research, planning, coordination and implementation of “Medfest” events
- Assist in the collection and analysis of data relating to events pertaining to athlete health for Special Olympics New Jersey
- Other duties as assigned

Qualifications:

- Currently enrolled in a college program with emphasis in health, communication, sports management, or related degree
- Desktop Publishing—fine arts or graphics software background a plus
- Strong oral and written communication skills
- Must have a valid driver’s license
- Attend regularly, as scheduled
- Have the ability to attend Special Olympics events and related functions (often on weekends), as assigned
- Represent the organization in a professional manner
- Task-oriented
- Strong interpersonal skills
- Good organizational and analytical skills

Computer Experience Requirements:

- Experience with Microsoft package including Word, Excel, and Outlook
- Adobe InDesign and desktop publishing a plus

Please send your resume to Trish White, HR Manager: TAW@sonj.org . No phone calls please.