

SPECIAL OLYMPICS NEW JERSEY, INC

Position: Program Intern

Term: Year-round or Semester

Description: The Program Intern will provide support in a variety of initiatives including, but not limited to, competition planning and execution.

Reports To: Director of Program

Key Accountabilities:

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

As a Program 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; Sport Administration or similar major preferred
- Must receive college credit for internship
- Good oral and written communication skills
- Strong interpersonal skills
- Ability to work independently with scheduled regular contact with Director of Program
- Technology skills including Excel, Microsoft Word, Power Point and the ability to learn Games Management System (GMS)
- 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 Program internship, please submit cover letter and resume to Elena Volkova at eyv@sonj.org.