

Special Olympics Missouri Program Internship

Brief Description: This intern will work directly with the Headquarters Program Team of Special Olympics Missouri. The intern will have opportunities to impact the lives of individuals with Intellectual Disabilities, increase event management skills in a sports environment and learn how to lead. This position will be based in Jefferson City, and the intern workload will be based on availability and affiliated institution requirements.

Timeframe: *Fall and/or Spring Semester (2022-23)*

Details: Internship length and hours are flexible, depending on the student's needs. Intern would need a weekly presence at the Headquarters office in Jefferson City – ideally at least two days per week.

Specific project and SOMO Event dates:

The Program Intern will assist the Program Team in a number of duties that will include but are not limited to:

- *Data entry for all tournaments*
- *Marketing for all Regional tournaments*
- *Required to assist 'day of' at every event during specified time frame*
- *Campus involvement initiatives; SO College membership*
- *Volunteer recruitment*
- *Sponsor recruitment*
- *Assist with event management at all events during specified time frame*
- *Pre-event planning as needed*
- *Office management*
- *Trained in all aspects of each event*
 - *Includes rules training, registration, officials training, awards*

Qualifications:

If interested, please provide the following information.

- Cover letter (1-page or less) that includes why you want to join the Special Olympics Missouri team and why you feel this position is a good fit for you.
- Resume: Resume submission is required for consideration of this position.

Interested candidates should send a cover letter and resume to Senior Director of Operations Jessica Anderson (janderson@somo.org) and Sr. Program Director Melinda Wrye-Washington (wrye-washington@somo.org).