



Marketing, Development and Sports Competition Fall, Spring, and Summer Internships Available

Job Description

Assist the Development, Sports and Program Departments with overall activities to help strengthen SOTN's presence in the state and build awareness about the programs and fundraising events.

**Please note that this is an unpaid internship*

Qualifications

- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Strong writing skills
- Knowledge (or willingness to learn) Adobe Photoshop and In Design
- Excellent interpersonal skills a must
- Ability to work independently

General Internship Duties

- Attend various SOTN events to help with set-up, media relations, volunteer relations, etc.
- Assist with event development including budget management, participant recruitment and volunteer development
- Help develop marketing plans for fundraising events
- Assist in special event planning and promotions for events
- Represent SOTN at sponsor meetings and community events
- Presentation development for potential sponsors/partnerships
- Writing for publications, social media, media kits
- Special projects as assigned

Qualities

As an intern for Special Olympics Tennessee you will represent our organization in the community. The following are expectations of this position:

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|---------------------|-------------------------------|--------------|
| -Patience | -Flexibility | -Initiative |
| -Positive attitude | -Teamwork | -Considerate |
| -Desire to learn | -Willing to go the extra mile | -Creativity |
| -Appropriate attire | -Helpful nature | -Respect |



Specific Projects Could Include

- Polar Plunges (9 state-wide)
- Bowl For the Gold Fundraising event
- Music City Blitz Flag Football Tournament with the Tennessee Titans
- Music City Corporate Challenge
- 12 Bars of Charity Fundraising event
- Publix Torch Sales Campaign
- Law Enforcement Torch Run
- State Summer Games
- State Winter Games
- State Basketball Tournament
- Regional Basketball Tournament
- State Flag Football Tournament
- State Bowling Tournament
- Regional Aquatics Meet
- Young Athletes Program
- Unified Champions Schools
- Annual Program Booklet development and production

Interns will have the opportunity to support the above special projects through practical/hands on work experience. Areas of focus include:

- Participant recruitment and communication
- Press release and media relations support
- Promotion and marketing plan development
- Event logistics
- Sponsorship sales and execution
- In-store promotions and athlete visits
- Committee development
- Special event support
- Researching and prospecting
- Proposal development
- Public speaking
- Donor stewardship

A marketing, development and sports competition internship with Special Olympics Tennessee is very hands-on, rewarding, dynamic, fun and challenging.

To apply please email your resume and a brief statement of interest to:

Beth Teegarden
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