

# Special Olympics Wisconsin Indianhead Area Development Intern



**Description** This unpaid internship will allow the student to assist the Development Director by helping to develop special projects and fundraisers for Indianhead Area - Special Olympics Wisconsin. SOWI provides year-round sports training and competition for children and adults with cognitive disabilities. Position hours are flexible with a suggested 12-15 hours of work per week. You'll have plenty of opportunities to build your portfolio. Positions are available throughout the year.

## **Qualifications**

Major in marketing/public relations is desirable.  
Must have knowledge of Microsoft Word.  
Must have transportation to and from work  
Have good writing skills, including knowledge of writing news releases  
Be comfortable in casually-dressed, fun-filled environment

## **Internship Projects**

Depending on time of year, your project could include assisting with plans for:

- The Leader-Telegram Buckshot Run
- Annual Polar Plunge
- DuRunRun Children's Duathlon
- Law Enforcement Torch Run activities
- Attaining new corporate sponsors

Occasional fun artwork projects (billboards, posters, etc.)

Occasional clerical projects including filing, organizing, and/or phone calling

Other duties and responsibilities as assigned

## **Supervision**

The Development Intern will work under the supervision of the Development Director. Please send cover letter, resume and three references to Indianhead Area Special Olympics Wisconsin, c/o Andrea Sullivan, 2023 Fairfax Street, Eau Claire, WI 54701 OR email information to [asullivan@specialolympicswisconsin.org](mailto:asullivan@specialolympicswisconsin.org).