

Special Olympics Wisconsin- Greater Milwaukee Development Intern

Description: This unpaid internship will give students the opportunity to assist the Regional Director of Development in organizing and marketing special projects/fundraisers for the Greater Milwaukee Area Special Olympics. SOWI provides year-round sports training and competition for children and adults with cognitive disabilities. Position hours are flexible with a suggested 10-12 hours per week. Don't miss this chance to build your professional portfolio. Positions are from now until December and January through May, or a combination of the 2 semesters.

Qualifications:

- Major in marketing/publics relations/communications preferred
- Excellent written and oral communication skills
- Experience in Microsoft Office
- Ability to multitask
- Be comfortable in a casually-dressed, fun-filled environment

Internship Projects: Assist with all resource development activities including:

- Writing, sending and following up on sports and development related press releases
- Reaching out to campus community to take volunteer for SOWI
- Drafting communication with donors and media contacts
- Occasional clerical projects including filing, organizing and phone calling/answering
- Assist with volunteer management
- Planning and promoting fund-raising events including Polar Plunge, Corporate Capers, Over the Edge and Law Enforcement Torch Run activities
- Other duties and responsibilities as assigned

Please send cover letter, resume and three references to the Greater Milwaukee Special Olympics c/o Kelly Lang, Regional Director of Development, 10224 N Port Washington Road, Mequon, WI 53092 or email information to klang@specialolympicswisconsin.org.