

# Special Olympics Wisconsin – South Central Area Public Relations/Resource Development Intern

Description: This unpaid internship will allow the student to assist the South Central Area Development Associate in raising awareness and funds for Special Olympics Wisconsin, which provides year-round sports training and competition for children and adults with cognitive disabilities. The position requires 12-15 hours of work per week, with plenty of opportunities to learn about PR, marketing and development while having a lot of fun and flexibility at the same time! In addition, you will be helping to inspire the success of more than 1,200 Special Olympics athletes in South Central Wisconsin.

Internship Projects: Assist with all resource development activities for South Central Area including:

- Writing, sending, and following up on sports and development related press releases.
- Writing articles for and designing monthly newsletter
- Planning and promoting fund-raising events
- Reaching out to campus community to take part in the Polar Plunge!
- Drafting communication with donors and media contacts.
  - Identifying potential corporate sponsors.

\*Occasional clerical projects including filing, organizing, phone calling, etc. or errand-running

## Qualifications:

- Must have a major in communications (marketing/public relations/communication arts/journalism)
- Preferably have experience with Quark XPress (or similar graphic design program)
- Excellent written and oral communication skills
- Comfortable in casually-dressed, fun-filled environment
- Must have a car

Please send cover letter and résumé to Special Olympics Wisconsin, c/o John Weichelt at 5900 Monona Dr., Suite 101, Madison, WI 53716 or e-mail to [jweichelt@specialolympicswisconsin.org](mailto:jweichelt@specialolympicswisconsin.org)