



**Special Olympics**

**Wisconsin**

Be a fan™

***Support. Volunteer. Compete.***

## **POSITION DESCRIPTION**

<b>Position Title:</b>	Law Enforcement Torch Run® Assistant
<b>Location:</b>	Madison, WI
<b>Department:</b>	Marketing & Development
<b>Reports to:</b>	Director of Development, Law Enforcement Torch Run
<b>Date:</b>	<b>June 22, 2010</b>
<b>Position Closes:</b>	<b>July 23, 2010</b>

The mission of the Law Enforcement Torch Run® (LETR) for Special Olympics Wisconsin is to raise funds for and awareness of the Special Olympics movement. The Law Enforcement Torch Run (LETR) began as an actual running event in which officers and athletes run the Flame of Hope™ to the Opening Ceremony of local Special Olympics competitions and State Summer Games. The LETR is Special Olympics largest grassroots initiative and in 2009 raised more than \$34 million worldwide with \$1.8 million being raised in Wisconsin.

### **DESCRIPTION**

The mission of the Law Enforcement Torch Run (LETR) for Special Olympics Wisconsin is to raise funds for and awareness of the Special Olympics movement. Wisconsin LETR year-round events include: the Final Leg which kicks-off the State Summer Games in June, 12 statewide Polar Plunges, rooftop challenges, truck pulls, motorcycle rides, raffles and the World's Largest Truck Convoy® for Special Olympics

The Law Enforcement Torch Run Assistant provides communications and administrative support to the Director of Development, Law Enforcement Torch Run and the three state-wide committees. This position is exempt.

### **QUALIFICATIONS**

- Associate or Bachelor's Degree or commensurate fund raising or event management experience
- Excellent writing, proofreading, English and grammar skills

- Excellent communication/organizational skills; detail oriented
- Effective time management skills including managing multiple tasks
- Pleasant personality for committee work and telephone/customer-service tasks
- Proficiency with Microsoft Office Suite, PowerPoint and Excel
- Basic knowledge of graphics design
- Self-motivating and able to work as part of a team
- Ability to work independently and meet deadlines
- Willingness to work occasional nights and weekends for events
- This position requires heavy lifting (over 50 pounds)
- Valid Wisconsin driver's license

## **RESPONSIBILITIES**

- Develop and design invitations, thank you cards and display boards, etc.
- Newsletter, news release and feature writing for internal and external publications related to LETR events (including Polar Plunge and Convoy)
- Submit articles to law enforcement publications to promote LETR activities
- Design and maintain fact sheets for LETR events
- Assist with various tasks for corporate partnership needs
- Prepare and manage LETR mailings
- Supervise department interns/volunteers
- Draft letters and coordinate reports as requested
- Arrange department and committee travel, meetings and conference calls
- Plan and coordinate annual International LETR and Regional Conference logistics for 20 attendees—transportation, rooms, meals, recognition and appreciation
- Update and maintain LETR Manual
- Arrange meeting logistics, take minutes and serve as liaison for the following statewide committees:
  - LETR
  - Polar Plunge
  - World's Largest Truck Convoy
- Assist the committee and manage the weekly orders of the LETR t-shirt program
- Serve as Liaison to the LETR Activities Sub-Committee
  - Plan logistics of Law Enforcement poolside and celebration parties in Stevens Point including writing scripts, ordering awards, securing DJ for law enforcement members, Board members, Partners and staff (approximately 400 in attendance)
  - Secure prizes and coordinate raffle
  - Serve as the contact with the hotel for law enforcement functions and housing arrangements for Partners, Board and staff.
- Assist the committee and manage the ordering and distribution of LETR, Polar Plunge and Convoy incentives
- Other duties as assigned by Director of Development, Law Enforcement Torch Run

### **Desired Qualifications**

- Volunteer management experience
- Ability to work with and communicate effectively with a wide range of people – vendors, the public, SO leadership, volunteers, law enforcement officers and Special Olympics athletes.

Please send cover letter, resume, and salary requirements to

[mwentzel@specialolympicswisconsin.org](mailto:mwentzel@specialolympicswisconsin.org) with Law Enforcement Torch Run Assistant in the subject line. NO PHONE CALLS PLEASE!

### **MISSION**

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.