



POSITION DESCRIPTION

12/1/2018

TITLE

Special Events Coordinator

DESCRIPTION

The Special Events Coordinator will support organizational operations by providing administrative and clerical support to the Development and Operation Departments. Duties of the Special Events Coordinator include providing support to the Directors of Special Events and the Accounting/Finance Department. This position is non-exempt.

QUALIFICATIONS

- Associate/Bachelor's degree preferred; or a minimum of two (2) years' work experience;
- Data Entry, Accounts Payable & Accounts Receivable experience, preferred;
- Effective verbal and written communication;
- Demonstrated ability to work in a team environment;
- Ability to work independently and organize work to meet established deadlines; solve problems using good judgment; understand when to seek assistance or guidance from others;
- Proficiency with MS Office including Microsoft Word, Excel and Access;
- Valid Driver's License;
- Effective time management skills;
- Some weekends, evenings and overnights, will be required;

RESPONSIBILITIES

- Abide by SOWI Guiding Values;
- Execute Special Olympics Wisconsin's Strategic Plan;
- Develop and execute annual work plan and goals;

- **Development Department administrative duties**
 - Input volunteer forms for all Special Events, ongoing;
 - Assist LETR Director of Special Events with the Summer Games Torch Run coordination (May);
 - Compile participant data for all events;
 - Sell souvenirs at regional tournaments;
 - Assist with preparation and execution of the largest fund raising events: Buckshot Run (August/September), Mequon Golf Outing (June), Convoy (September), Oshkosh RWTC (October), Polar Plunges in Regions 4, 5 and 6 (February), Tip A Cop in Region 4/5 (August)
 - Attend and participate in event committee meetings;
 - Write thank you notes to sponsors and volunteers, post event;

- Manage event souvenirs, as directed by Directors of Special Events; Regional Athletic Directors, and Promotional Designs;
- Process Development Department mailings;
- Other duties as assigned;
- **Operations and Accounting Support**
 - Enter Accounts Payable invoices, weekly;
 - Cross-trained to process Accounts Receivable batches;
- Promote the mission of Special Olympics Wisconsin, Inc.;

SUPERVISION

The Special Events Coordinator reports to the LETR Director of Special Events.

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.

Signature

Date