

SOKY INTERNSHIP PROGRAM

Finance Internship

Special Olympics
Kentucky



Overview: This internship is intended to give an overall experience with Special Olympics Kentucky but will be primarily focused on the financial elements of the Special Olympics Kentucky program. This internship is more of a shadowing experience and intended for those students whom are interested in a career in finance through sports or just want to gain insight of the different financial elements that are part of a non-profit organization. This is an unpaid internship with days of the week being flexible.

Supervisors: Will work primarily under the direction of our Vice President of Finance but may work with several other SOKY staff members depending on the assignment for the day/week.

Location: SOKY State Office (Frankfort, KY)

Timeline: Determined by student and school requirements

Duties/Responsibilities:

- Participate in department meetings and activities respective to the role
- Learn about the different financial elements of a non-profit organization
- Learn about the different fundraising elements of a non-profit organization
- Learn about general business tax laws and specific tax laws to a non-profit organization
- Learn about the non-profit sponsorship process
- Assist in gathering in-kind donation forms
- Assist in financial data entry (Specifically regarding SOKY Local Programs)
- Assist but primarily will shadow staff in developing budgets and different income and expense line-items

Qualifications:

- Experience with PC Microsoft Windows and the programs associated with Windows in particular but not limited to; Outlook, Word, Excel and Power Point.
- Finance background or major preferred but not mandatory
- Strong oral and written communication skills
- Currently enrolled in college
- Must have a valid driver's license along with reliable transportation
- Must be able to commit to a regular schedule
- Represent Special Olympics Kentucky in a professional manner
- Must pass background screening and complete the SOKY Class A Certification process, specifically the on-line Special Olympics Kentucky Volunteer Orientation and the on-line Protective Behaviors Course.

Additional:

- Expenses covered during travel related to events to include food and housing. There will be access to a company van to use for official business when asked to go from Frankfort to a destination and back.
- Office resources provided on site; designated work area, computer, telephone and access to copier, fax and full kitchen.

INTERESTED INDIVIDUALS PLEASE CONTACT TEAM SPORTS AND COACH EDUCATION PROGRAM DIRECTOR, HUNTER BRISLIN AT 502-695-8222 OR HBRISLIN@SOKY.ORG