

# SOKY INTERNSHIP PROGRAM

## *Development Internship*

**Special Olympics**  
Kentucky



**Overview:** The Development & Special Events team at Special Olympics Kentucky (SOKY) is responsible for Truck and Plane Pulls, Plunges, and other small fundraisers. These activities provide an excellent opportunity for motivated students in the fields of nonprofit development, event planning, hospitality, communications and marketing to work with the SOKY staff in all areas of special events to gain meaningful experience.

**Supervisors:** Will work under the direction of several SOKY staff members depending on the assignment for the day/week.

**Location:** SOKY State Office (Frankfort, KY) and event locations around the State

**Timeline:** Determined by student and school requirements

### **Duties/Responsibilities:**

- Assist with the planning and coordination of fundraising events and projects (Polar Plunges, Truck and Plane Pulls, Gala, raffles, etc.); attend and participate in event planning meetings.
- Develop recruitment and marketing plans for Plunges and Truck and Plane Pulls.
- Assist with marketing and sponsorship projects
- Assist with the volunteer coordination for fundraising events.
- Design and produce event brochures, letters, flyers, etc.
- Assist with follow-up procedures for fundraising events (thank you letters, phone calls, etc.).
- Assist with data entry using Raiser's Edge.
- Assist with administrative duties to include mailings and general office administration.
- Assist with promoting and planning any additional Special Events that SOKY may host
- Development events are nights and weekends; are also a part of the regular work week
- Attendance at other SOKY program events and activities is highly recommended

### **Qualifications:**

- Experience with PC Microsoft Windows and the programs associated with Windows in particular but not limited to; Outlook, Word, Excel and Power Point.
- Experience with Adobe Photoshop, Illustrator, and/or InDesign preferred.
- 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 complete 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](mailto:HBRISLIN@SOKY.ORG)**