



Job Title: Program & Volunteer Intern
Department: Program & Volunteer Services
Status: Non-paid Internship (hours can vary depending on internship)
Location: During COVID, internship would work from out of office (connect daily via zoom)
Reports to: Senior Director - Program & Volunteers Services

Mission Statement

Special Olympics Oregon (SOOR) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children, youth and adults living with intellectual 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.

Primary Responsibilities:

1. Communication, Social Media & Story Telling

- Create and implement interview questions for athletes, volunteers and stakeholders
- Create athlete, volunteer and stakeholder story highlights
- Support the PVS team to schedule social media and newsletter content
- Write up articles and news stories for SOOR events such as USA Games, esports tournaments and SOOR Active classes

2. Athlete Leadership

- Support the Athlete Leadership Council with upcoming projects
- Organize & communicate upcoming ALC meetings and agendas
- Support ALC connect with SOOR Active activities
- Support ALC with upcoming leadership projects
- Support PVS to create and implement meaningful leadership opportunities

3. Virtual Class Facilitator

- Create, plan and implement a weekly, one hour class via our virtual program platform – SOOR Active
- Support PVS team to create content for weekly projects/ topics

Desired Experience & Knowledge

- Proficient in Microsoft Office (Outlook, Excel, Word, Adobe) and must have access to Zoom
- Ability to handle multiple projects simultaneously, prioritize and meet specified timelines
- Effective interpersonal skills and ability to develop collaborative working relationships
- Must have good oral and written communication skills
- Ability to work efficiently from home unsupervised

To apply, please submit a cover letter to ltabada@soor.org