



# Local Program Internship

Reports To: Region Director

## Key Accountabilities:

- Work with Region Director and local program management team to assist in the local delivery of Special Olympics Maryland.
- Attend management team meetings and help set meeting agendas.
- Distribute meeting notes and action items.
- Identify and assess possible practice facilities for sports throughout the calendar year.
- Plan engagement initiatives for athletes and volunteers including socials (virtual and in-person), volunteer appreciation week, and leadership trainings.
- Assist with local program communications and marketing efforts including social media and newsletter.
- In light of current environment, track and report on COVID-Risk Levels for staff to make appropriate determinations on in-person activity safety.
- Work collaboratively with SOMD Sports Department to implement local program practice and competition schedules.
- Assist with event operations at local program practices and special events.

## As the Organizational Development Intern, you will gain the following experience:

- Strategic Planning
- Workplace Assessment
- Social Media and Marketing
- Team Management
- Project Planning

## Qualifications:

- Must be a college/university student and receive college credit for internship OR graduate student.
- Good oral and written communication skills.
- Strong Interpersonal Skills.
- Ability to work independently with scheduled regular contact with Vice President, Local Program Development.
- Comfort with Technology and working knowledge of computer systems including Microsoft Office.
- Preferred Majors: Sports Management, Education, Business, Management, Organizational Psychology

## Work Schedule:

- Available during normal business hours (Monday-Friday, 9:00am-5:00pm)

To apply for the Local Programs Internship, please submit letter of interest and resume to [volunteers@somd.org](mailto:volunteers@somd.org)