

VOLUNTEER POSITION DESCRIPTION

Position: Public Relations & Social Media Intern

Reports To: Linda Mills, County Director

Work Location: Special Olympics Florida -Broward County Office

Commitment: Four to ten hours per week for a minimum of four months, or sixteen week school semester. Specific schedule to be agreed upon by Intern, Volunteer Manager, and County Director.

Job Summary: Provide administrative support to all department by developing and implementing activities, materials, and media opportunities, which will increase community awareness of the Special Olympics.

Responsibilities:

- Assist County Director in working with Special Olympics Broward Management Team, including sub-committees.
- Draft stakeholder relations materials including newsletters, press releases, social media posts, presentations, meeting summaries, and other materials as directed.
- Manipulate and integrate various social media websites including Facebook, Twitter, Instagram, etc.
- Work with website hosting company to ensure all data on website remains current.
- Provide support for event planning and execution.
- Assist with administrative duties including tracking program participant, volunteer, and supporter statistics.
- Other duties as assigned.

Qualifications:

- Obtained or currently pursuing a bachelor's degree, preferably in marketing, public relations, advertising, journalism, or other communications related field
- Fluent in English, written and verbal
- Very strong organizational skills and attention to detail
- Ability to effectively multi-task
- Ability to work collaboratively as part of a team
- Commitment to meeting assigned deadlines
- Effective communication skills
- Available to attend and volunteer at weekend competitions

Required Training and/or preparation:

- Special Olympics General Orientation Session
- Successful completion of Class A Volunteer background screening
- Successful completion of online Protective Behaviors Training
- Special Olympics Public Relations Training

Benefits:

- Opportunity to make a positive difference in the community
- Valuable experience working in a team environment
- Possible school credit, contingent upon school approval

HOW TO APPLY: Submit a resume and cover letter to:

Linda Mills, Director

Special Olympics Florida - Broward County

Nova Southeastern University

3301 College Avenue

Fort Lauderdale, FL 33314

work: 954-262-2150

fax: 954-262-2157

lmills@specialolympicsbroward.org

www.specialolympicsbroward.org

For more information about this Internship, please contact the Special Olympics Florida - Broward County Director, Linda Mills, 954-262-2150 or lmills@specialolympicsbroward.org