



## Special Olympics Wisconsin State Program Office Communications and Development Internships

**Description** These unpaid internship positions will allow students to assist the Communications & Development staff in working with the public and media for Special Olympics Wisconsin, which provides year-round sports training and competition for children and adults with cognitive disabilities. This position requires 10-15 hours of work per week, with plenty of opportunities to build your portfolio.

### Communications Internship

#### Qualifications

- Must have major in communications, marketing, PR or related field
- Excellent writing and proofreading skills, including knowledge of writing news releases
- Proficient in Microsoft Office Suite
- Basic knowledge of graphic design (including experience with Adobe Creative Suite)
- Effective time management skills
- Ability to work independently and meet deadlines
- Willingness to work 1-2 weekend events

#### Projects

- Design flyers, invitations, thank you cards and display boards
- Assist with State Games PR which includes:
  - Writing news releases
  - Writing 15, 30 & 60-second PSAs for statewide radio and TV stations
  - Writing media advisories
- Assist with sorting and filing electronic news clippings
- Update media lists
- Write/edit articles for newsletters and feature articles
- Occasional clerical projects including filing, organizing, phone calling or errand running
- Other duties as assigned by VP of Communications

### Development Internship

#### Qualifications

- Must have major in communications, event planning or related field
- Excellent writing and proofreading skills
- Proficient in Microsoft Office Suite
- Basic knowledge of graphic design (ability to create/edit documents in Publisher and InDesign)
- Effective time management skills
- Ability to work independently and meet deadlines
- Strong attention to detail

#### Projects

- Assist with preparation for Law Enforcement Torch Run® events which include Polar Plunge®, State Summer Games Final Leg, Over the Edge, and the World's Largest Truck Convoy®
- Design flyers, signage, invitations, thank you cards and display boards
- Write articles for newsletters and features on the Special Olympics Wisconsin Web site
- Administrative duties for events including, calling vendors/committee members, organizing details and photographs, occasional errands
- Other duties as assigned by the Director of Development, Law Enforcement Torch Run

### Supervision

The Communications Interns work under the supervision of the Public Relations Manager. To apply, please email cover letter, resume, one writing sample and one Adobe CS design project sample to Christina Harris at [charris@specialolympicswisconsin.org](mailto:charris@specialolympicswisconsin.org).

The Development Interns work under the supervision of the Law Enforcement Torch Run Assistant. To apply, please email cover letter, resume, and one writing sample to Valerie Green at [vgreen@specialolympicswisconsin.org](mailto:vgreen@specialolympicswisconsin.org).