Special Olympics Wisconsin
Position Description

Title
Communications & Development Assistant

Description
The Communications & Development Assistant provides communications and administrative support to both the Communications and Development department at the Program Office. This position is exempt.

Qualifications
- Communications degree or equivalent experience
- Excellent writing and proofreading skills
- Effective time management skills including managing multiple tasks
- Pleasant personality for telephone/customer-service tasks
- Experience with Microsoft Office Suite & Adobe Photoshop, Illustrator and InDesign
- Basic knowledge of PowerPoint and Excel
- Willingness to work occasional nights and weekends for events
- Valid Wisconsin driver's license

Responsibilities
- Basic graphic design of flyers, brochures, invitations, posters, display boards, etc.
- Newsletter, news release and feature writing for internal and external publications
- Maintain media lists and distribution of material to media
- Design and maintain all program fact sheets for games and events
- Carry out various tasks for corporate partnerships/department initiatives
    - Send annual grant requests, per schedule. New grants as necessary.
    - Support fulfillment of National Cooperative Projects and other appropriate projects from Special Olympics, Inc.
    - Send "Friends of Games" solicitations prior to games.
    - Prepare and coordinate with Sports Dept. partner banners for State Games
    - Manage collection and shipment of Knights of Columbus Cell Phone Recycling Program
- Coordinate Perfect Split Agency fund raising program
- Manage monthly news clippings and distribution through database
- Maintain photo library and software program
- Prepare and manage department mailings
- Supervise department interns/volunteers
- Draft letters and coordinate reports as requested
- Arrange department travel, meetings and conference calls
- Maintenance of SOWI staff car
- Occasional errand running for department tasks
- Other duties as assigned by Vice President of Marketing & Communications

Supervision
The Communications & Development Assistant reports to the Vice President of Communications.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympics-type sports for children and adults with cognitive 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.

Marketing & Development Assistant Signature Date

President's Signature Date

Last updated 7/28/2010