

**Events Assistant for the Special Olympics IL Region K
Paid Part - Time Position (Temporary – fall semester 2021)**



Position Summary: Assistant reports to Region K Director Kim Talley. He/She/They will be working closely with the Region K staff on Special Olympics sports competitions through the end of the semester as well as event duties in relation to the 2021 Southern Ducky Derby. The starting pay is \$11/hr. with 20 to 30 hour work weeks. The dates of this position are August 23– December 1 with some flexibility around the fall semester dates.

Position Responsibilities

Fundraising/Marketing: The Southern Ducky Derby, is a signature Special Olympics Illinois fundraiser, scheduled for Sunday, October 3, 2021.

- Brainstorm fundraising ideas to increase Duck sales.
- Communicate with Duck team captains about upcoming/potential sales events.
- Be the face of the Ducky Derby and Special Olympics at sales event (virtually or in person).
- Attend speeches with SOILL athletes and Duck teams.
- Act as the Duck mascot, Splash, for event appearances or event promotion.
- Assist with day of event logistics (virtually or in person).

Sports Management:

- Assist with all facets of Special Olympics Illinois' year-round program which includes management of the following: competitions, fundraisers, outreach efforts to underserved populations, committee development, volunteers, financial records, public relations, public awareness and education and family involvement
- Recruit, train, and oversee Region K volunteers who perform duties to allow for successful Region K Special Olympics Illinois programs
- Manage athlete and competition information via database system (GMS)
- Manage new volunteer database platform (V-hub) for all upcoming events
- Complete orientation with new coaches and assist with coach training
- Establish and maintain relationships with current and potential sponsors throughout Region to encourage new and/or continued support of Special Olympics Illinois
- Follow Special Olympics Illinois and Special Olympics Inc. established policies and procedures

Core Competencies

- Strong multi-tasking and time management skills, detail orientated.
- Excellent written and verbal communication skills.
- Must be comfortable with cash handling.
- Must be comfortable interacting with the public as a sales person.
- Experience in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Zoom.
- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or Carrying of objects weighing up to 25 pounds; includes sedentary and light work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles

Requirements

- Must be available some nights, weekends, and for overtime if necessary.
- Individual should be local to Carbondale area. Position could require individual to be at different locations weekly.
- Offers of employment are contingent upon clear results of a background check.
- One+ year experience in any of the following: development /fundraising, community outreach and event management
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand and/or sit for long periods of time, lift items weighing up to 50 pounds, climb stairs to move equipment and load and unload vehicles
- Excellent computer skills including proficiency with Microsoft Office products
- Excellent customer service, organizational, and communication skills, both verbal and written
- Valid driver's license

Please submit resume, cover letter and three references to Kimberly Talley at ktalley no later than July 15th. If you have questions or concerns about the position, feel free to reach out by email or phone at (618) 534-3111. Based out of Region K office 1740 Innovation Dr. Room 203 Carbondale IL 62903. Contact Kim Talley Director Region K for questions. ktalley@soill.org

Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.