

Events Intern for the Special Olympics IL Chicago Ducky Derby Volunteer Part - Time Position (Summer 2021)

Position Summary: Intern reports to Event Manager, Emily Merkle. He/she will be working closely with the Marketing Department on event related duties in relation to the Chicago Ducky Derby. The Chicago Ducky Derby, is a signature Special Olympics Illinois fundraiser, scheduled for Thursday, August 5, 2021. Internship dates are May 3RD – August 13TH. More event information can be found at www.chicagoduckyderby.com.

Position Responsibilities

Fundraising/Marketing:

- 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).

Other Duties:

- Use event website for data entry and team information.
- Maintain incoming mail for the event and send out mail as needed.
- Handle costume maintenance.
- Keep updated inventory of merchandise and fulfill souvenir orders on a regular basis.
- Support Marketing staff on an as-needed basis in other responsibilities as assigned.

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.

Requirements

- Must have your own car and possess a valid driver's license and good driving record; There will be use of company car/van at times.
- Must be comfortable driving/parking in Downtown Chicago.
- Must be available some nights, weekends, and for overtime if necessary.
- Individual should be local to Lombard area. Position will require individual to be at different locations weekly.
- Offers of employment are contingent upon clear results of a background check

Please submit resume and cover letter to Emily Merkle at emerkle@soill.org no later than April 16th. If you have questions or concerns about the position, feel free to reach out by email or phone at (630) 464-2749.