



POSITION ANNOUNCEMENT

TITLE: Manager- Sports & Competition- Region D

Position Overview:

The Manager- Sports & Competition – Region D is primarily responsible for providing support to the Region Staff, to help ensure that the Region has the proper operational controls and reporting procedures in place to assist Special Olympics Illinois in achieving the Big Three Key Objectives. This Manager position will have a sports and competition focus. This is an **ENTRY LEVEL POSITION. Salary commensurate with experience. Excellent benefit package.**

Primary Responsibilities:

- In consultation with the Senior Director – Program Services and Region Director, the Manager – Region drives achievement of Region-specific, strategic goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization
- Assists with driving program initiatives such as Young Athletes, Unified Champion Schools, Families, Athlete Leadership Programs, Healthy Athletes and Coaches Education
- Assists with all sport competitions, coach and athlete trainings, outreach efforts to underserved populations, volunteer recruitment and management, public relations and awareness, education, committee development, state-level event and campaign support as well as agency revenue share programs/initiatives
- Actively work with existing Event Management Committee of volunteers
- Focus on continued growth capitalizing on using knowledge of technology and social media to identify and employ new avenues to market the organization and its offering
- Recruit and manage volunteers and committee members, as well as part-time, full-time and/or temporary employees as needed
- Provides support in case of staffing vacancies in assigned Region

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree preferred
- experience within Special Olympics or closely related field preferred
- Excellent, adaptive computer skills including proficiency with Microsoft Office products
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- High energy and passion for Special Olympics mission
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent communication skills, both written and oral as well as receptive (listening)

Essential Functions:

- 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
- First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance required
- Based out of the Chicago office: 820 W Jackson, Blvd, Suite 330, Chicago, IL
- Offers of employment are contingent upon clear results of a background check
- To apply for this position, please send resume, 3 current references and cover letter to by November 19th to Brenden Cannon at bcannon@soill.org

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Special Olympics Illinois

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