

## Northeast Region Internship

*Special Olympics*  
Colorado



**Time Frame:** Spring: January-June; Summer: June – August; Fall: August - December

**Northeast Regional Intern:** The Northeast Regional Intern will assist the Northeast Regional Manager in a number of duties that will include but are not limited to;

- Attend and assist with event management at all Northeast Region events during specified internship time frame and support all aspects of each event including volunteer training, registrations, officials trainings, awards, and souvenir sales
- Support event planning logistics
- Support data entry for all Northeast Region competitions
- Assist with team budgets and general region accounting
- Support marketing initiatives for all Northeast Regional tournaments and fundraisers
- Assist with development leading up to Northeast Region fundraisers including In-Kind auction and sponsorship outreach
- Assist with College Campus involvement initiatives and SO College membership
- Other duties as assigned

**Earnings:** This position is an unpaid internship. Hours will be documented for service learning hours and/or experience purposes.

**Interview Process:** If selected, an interview shall be conducted with the Northeast Regional Manager, Lauren McClintock.

**Required Material:** Application, Resume, & Cover Letter

If interested, please contact the Northeast Regional Manager, Lauren McClintock, at [lmcclintock@specialolympicsco.org](mailto:lmcclintock@specialolympicsco.org) or (720) 539-4797.

Local Address: 324 Jefferson Street, Fort Collins, CO 80524

State Office Address: 12450 E. Arapahoe Road, Suite C, Centennial, CO 80012