



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

Position Title: Communications Intern - *paid*

Reports to: Manager of Marketing and Communications

Location: Occasional meetings in the SOAZ office in Goodyear, some travel to SOAZ events around the valley area, and optional remote work.

Commitment: This is an approximately 12-week paid internship with flexible hours up to 20 hours per week. The selected intern will be paid through a stipend for completed hours based off Arizona's minimum wage.

Description: The Communications Intern will be an essential part of the marketing team and will work heavily on telling the story of SOAZ athletes, volunteers, and supporters. This intern will have the chance to gain valuable hands-on experience as you work closely with the marketing team on content development, photography/videography, graphic design, community outreach and more. Tasks may include the following:

- Collect SOAZ constituent stories and craft impactful stories and history of SOAZ
- Write clear and concise articles and reports of the SOAZ community for publication on the organization website and beyond
- Support SOAZ's marketing team by assisting in planning, coordinating, executing, editing and publishing written, image, and video content for SOAZ's social media, website, print, and digital marketing materials
- Managing video storytelling projects from storyboard to final cut
- Attend SOAZ and community events to capture content and promote organizational goals
- Assist with the creation and preparation of other marketing and communication materials
- Other relevant tasks to assist the Manager of Marketing and Communications

Requirements: The Communications Intern should have a passion for inclusion and Special Olympics and should fulfil the following requirements:

- Skilled at creating captions for social media posts, email blasts, blogs, and marketing materials
- Experience in content design for social media channels including Instagram, Facebook, Tik Tok, YouTube, and Twitter
- Experience with photo/video/design with Canva, Adobe Creative Cloud, WordPress, and MailChimp preferred

- Demonstrates excellence in written and oral communications, multi-tasking, collaborative/team-based work, and strategic/creative thinking
- Proficient in Microsoft Office Suite (Word, Excel, Teams, SharePoint)
- Able to work both independently and within a team

Selected applicants must clear a Criminal and National Sex Offender Registry background screening and complete the Class A certification trainings. They should also have reliable transportation.

Position Impact: This intern will play a vital role in improving outreach and advocacy for Special Olympics Arizona and the SOAZ athletes. They will help serve the mission by working towards our goal to empower the over 180,000 Arizonians with intellectual disabilities to be healthy, productive, and respected members of society through the various programs offered by SOAZ.

The selected intern will receive various opportunities for professional development. They will be provided a laptop, camera, and any other necessary tools to complete the tasks assigned. Previous interns will be able to request letters of recommendation and build their list of references.

Contact: To apply for this internship complete [this form](#) and email your resume to Heather@SpecialOlympicsArizona.org. Contact Heather for any questions.
<https://forms.office.com/r/tGEbY2hWir>