

<u>Position:</u>	Special Events Intern
<u>Reports To:</u>	Special Events Supervisor
<u>Location:</u>	Sports Authority Field at Mile High, Denver CO
<u>Fair Labor Standards Act:</u>	Intern

About the NSCD:

The NSCD is one of the largest outdoor therapeutic recreation agencies in the world. Each year more than 3,000 children and adults with disabilities participate in our programs to learn more about sports and themselves. With specially trained staff, a custom adaptive equipment lab, and over 800 volunteers, the NSCD teaches lessons in a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional or behavioral diagnosis. Year round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

Position Overview:

The special events intern will assist with all aspects of special events, including multiple special events, fundraising functions and auction coordination. The position assists with the preparation of proposals for contributions and follow-up correspondence and acts as auction liaison when needed. Special events functions are focused on the cultivation of corporate and individual donors for the NSCD. This position allows for a flexible schedule, invaluable experience working with noteworthy corporate sponsors and fulfilling work that helps change the lives of thousands of individuals.

Daily Operations:

Event Production:

- Assist with marketing efforts of NSCD events.
- Assist with the implementation, execution and follow up projects.
- Assist with the coordination and implementation of all other fundraising events.
- Assist in providing excellent customer service to guests and sponsors by providing a great experience with true hospitality.

Corporate Solicitations:

- Assist with the solicitation and receipt of corporate and local in-kind sponsorship opportunities for upcoming projects and events.

Other Duties:

- Assist with research for the marketing department.
- Assist with NSCD public relations.
- Assist with data base management.
- Perform all other duties as assigned.

Education and Experience Required:

- Currently enrolled in Junior or Senior college level courses in business administration, journalism, recreational therapy, liberal arts or equivalent.
- Must have a valid CO driver's license and meet background check criteria to drive NSCD vehicle
- Proficiency with basic computer skills (Word, Excel, PowerPoint, Adobe Creative Suite 5.5 preferred)
- Excellent written and verbal communication skills.
- Mature and professional attitude in executing job requirements.

Additional Experience/Attributes:

- Experience working with individuals with a disability.
- General public relations and marketing experience.
- High energy, positive, "can do" attitude, flexibility, and attention to detail.

Physical Requirements:

- Able to concentrate and perform job duties while working under noisy, busy conditions.
- Must be able to lift and carry light loads (5-30 lbs.) for short distances (approximately two blocks).
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations and events.
- Vision sufficient or adaptive capabilities to read printed, handwritten, typed and computer generated material.

To apply:

Submit resume, cover letter and application found here:

<http://www.nscd.org/nscd-internship-opportunities.php> to jobs@nscd.org

Equal Employment Opportunity (EEO) Policy

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.

NSCD is committed to a drug free work place.