



**Position:** Special Events Intern

**Reports To:** Special Events Supervisor

**Location:** Sports Authority Field at Mile High, Denver CO

**Fair Labor Standards Act:** Intern

**About the NSCD:**

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,000 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis.

Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

**Internship Highlights:**

The special events intern assists with all aspects of special events, fundraising functions and auction coordination, including a project building opportunity from assessment to implementation.

A stipend is available for qualifying applicants.

*Event Production Assistance:*

- Marketing efforts
- Implementation, execution and follow up of projects
- Coordination and implementation of other fundraising projects

*Corporate Solicitations Assistance:*

- Corporate and local in-kind sponsorship opportunities for upcoming projects and events
- Ambassador to guests and sponsors

*Auction Coordination Assistance:*

- Assist with auction solicitation and online implementation for events
- Assist with Silent Auction set-up, maintenance, take down and follow up.

**Other Duties:**

- Assists with marketing research
- Assist with NSCD public relations
- Assist with data base management
- Assist with event loading, staging and clean up

**Education and Experience Required:**

- Must have a valid CO driver's license and meet background check criteria to drive NSCD vehicle.
- Applicants must be degree seeking students enrolled at least part-time in an accredited higher education institution.
- Students must maintain good academic standing and course work must be related to the positions being filled.
- Interns are expected to commit to flexible schedules depending on need, between 20-40 hours per week.

**Preferred Qualifications:**

- Possess mature and professional attitude in executing job requirements.
- Knowledge of basic computer skills (Word, Excel, PowerPoint, Adobe Creative Suite 5.5 preferred)
- Experience working with individuals with a disability.
- Strong verbal skills relating to communication.
- Able to concentrate and perform job duties while working under noisy, busy conditions.
- General public relations and marketing experience.

**Physical Demands:**

- Position requires walking, standing and sitting.
- Able to lift and carry light loads (5-30 lbs.) for short distances (approximately two blocks).
- Able to use standard phone system and use a normal keyboard and computer screen.
- Capable of hearing ordinary conversations.
- Vision sufficient or adaptive capabilities to read printed, handwritten, typed and computer generated material.
- Must stand for long periods of time without break during the conduct of special events.

To apply, please submit the following via email to [jobs@nscd.org](mailto:jobs@nscd.org):

Cover letter that outlines your interest in an internship and answers the following questions:

- \* Tell me something about yourself that others have told you is interesting?
- \* What are you good at?
- \* What are you most proud of?
- \* An answer to a question we should have asked.

Resume including accomplishments.

**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.