



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 Denver 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.

Position Overview:

The special events intern assists 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 the marketing efforts
- Assist with the implementation, execution and follow up of projects
- Assist with the coordination and implementation of other fundraising projects.

Corporate Solicitations:

- Assist with the solicitation and receipt of corporate and local in-kind sponsorship opportunities for upcoming projects and events
- Assist in providing excellent customer service to guests and sponsors by providing a great experience with true hospitality.

Auction Coordination:

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

Other Duties:

- Assists with research for the marketing department.
- Assist with NSCD public relations.
- Assist with data base management.
- Perform all other duties as assigned, including, but not limited to, loading of materials into vehicles/U-Hauls for events, event set-up and clean-up, etc.

Education and Experience Required:

- 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

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:

1. 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.
2. 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.