



## **Special Olympics** *Saskatchewan*

### **EMPLOYMENT OPPORTUNITY**

**Position Title:** Marketing/Program Assistant – **Student Employment**  
Term Position *May 31 – August 19* (Negotiable)

#### **Purpose of Position:**

Under the direction of the supervisor, the Marketing/Program Assistant will assist in the development and growth in the management and implementation of Special Olympics Saskatchewan's Marketing and Program initiatives. The Marketing/Program assistant will be responsible for projects and tasks assigned to them throughout the placement.

#### **Duties and responsibilities**

1. ***Management of Technology***
  - Assist in computer information services with maintenance of the organization's website.
2. ***Grants and Foundations Development***
  - Research and develop a contact list for grant applications and fundraising opportunities.
  - Assist in development of marketing strategies prior to solicitation of corporate funding and grants.
  - Prepare letters and proposals to approach grants and foundations.
3. ***Event/Annual Fundraising Coordinator***
  - Assist in the preparation of upcoming fundraisers with budget, sponsorship, silent auction items, special guests, and booking entertainment.
  - Assist with the development of fundraising events and campaigns.
  - Assist with the sponsorship and marketing of Provincial Games.
4. ***Marketing Initiatives***
  - Assist in liaising with Media Partners for upcoming event advertisement.
  - Assist with maintaining contact with Media Partners to ensure continued support and ongoing service.
  - Assist in the development of new initiatives linked to the Marketing of the Special Olympics Saskatchewan organization.
5. ***Coaching Development***
  - Coordinate and develop an extensive database for all registered volunteers within Special Olympics Saskatchewan.
  - Assist with the administration and maintenance of the SOS database as it pertains to member certification, coaching clinics, and related statistical analysis.
6. ***Competition Development***
  - Assist with the planning and administrative duties related to Provincial Games Competitions.
7. ***Misc:***
  - Daily administrative functions of a non-profit org

To apply or for more information email: [rdumont@specialolympics.sk.ca](mailto:rdumont@specialolympics.sk.ca)  
or call: 780-9277