



Special Olympics Saskatchewan

Position Description

Position Title: Assistant

Supervisor's Title: Director of Programs & Director of Marketing & Development

Purpose of Position:

Under the direction of the Director of Programs and Director of Marketing & Development and within the strategic mandate of Special Olympics Saskatchewan the Assistant supports the development and execution of events, campaigns and programs, and supports organizational administration.

Responsibilities:

Fundraising Events

- Assist with planning and organizing.
- Organize and schedule logistical items (venue, catering, rentals).
- Prepare and send invitations.
- Maintain RSVP list.
- Over the phone invitations.
- Event set-up.
- Event hosting.
- Event follow up surveys and calls.

Fundraising Campaigns

- Assist with planning and organizing.
- Create and populate volunteer schedule.
- Call volunteers and athletes to schedule shifts.
- Follow-up thank you messaging (calls & cards)

Sport Programs, Games and Special Events

- Assist with planning and organizing.
- Organize and schedule logistical items (venue, catering, supplies).
- Set-up and hosting duties.
- Call athletes and volunteers with invitations.
- Follow up surveys and calls.



Administrative Support

- Meeting materials preparations.
- Mailouts.
- General filing.
- Reception coverage.

Participation in other organizational activities and other duties as required

Qualifications & Abilities:

A welcoming and outgoing personality would be a suitable fit for this role. We require someone who is willing to invite athletes, volunteers and sponsors to attend our events. We also require that the Summer Assistant is willing to learn and develop their skills.

- Experience with G-Suite and Microsoft applications.
- Experience with event planning an asset.
- Verbal communication skills.
- Commitment to working as part of a team.
- Interest in developing career skills in business, non-profit and/or sport.

Requirements and Employment Conditions:

- Available for periodic travel primarily within Saskatchewan.
- Some weekend and evening work required based on scheduled events and stakeholder availability.
- Criminal Record check with vulnerable section search.
- Temporary Summer Student (April-August)
- Provincial organization based in Regina, SK.

What is Special Olympics?

Special Olympics Saskatchewan is dedicated to enriching the lives of individuals with an intellectual disability through active participation in sport. Special Olympics is more than an event – Special Olympics Saskatchewan delivers world class sport programs to people with intellectual disabilities daily in communities all across Saskatchewan. Our programs cater to all ages and a wide range of abilities. We have programs for children, youth and adults. We provide an introduction to sport and physical activity, programs that offer daily training and local competition and the opportunity to participate in high-performance competitions. Special Olympics uses the transformative power and joy of sport to reveal the full potential of athletes with intellectual disabilities.

Join our team!

Apply to Faye Matt, CEO by

Email: fmatt@specialolympics.sk.ca

353 Broad St. Regina, SK S4R 1X2