



Position: Law Enforcement Torch Run (LETR) Event Coordinator (3 positions – 120 hours each)

Department: Development

Reports to: LETR Development Director

Type of Work: Temporary, parttime and non-exempt

Location: Billings, Bozeman & Missoula areas - Remote with ability to travel within the areas

Start Date: Immediately

MISSION

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

POSITION DESCRIPTION

The LETR Event Coordinator will work under the direct supervision of the LETR Development Director and in-tandem with the LETR representatives to coordinate designated fundraising events. This position will serve as the primary Special Olympics Montana (SOMT) representative for day-of support for at least three separate events.

POSITION RESPONSIBILITIES

Development - Cultivate and steward community partnerships, promote participation and increase sponsorships.

Event management

Leading up to the events:

- Meet with LETR Development Director and local area leaders.
- Attend and support committee planning meetings.
- Support LETR event marketing and social media for the area.
- Recruit volunteers.
- Monitor registration process and materials.
- Help organize and deliver event supplies.
- Support event set-up.

During events:

- Support day-of registration, volunteer check-in, and event flow.
- Support athlete's serving in leadership roles.
- Implement risk management practices as outlined by Special Olympics International.
- Implement accounting procedures as outlined by SOMT's Finance Department and manage day-of donations.
- Support and manage volunteers.
- Help with event clean-up and support supply return.

After events:

- Management of volunteer data.
- Deliver volunteer, donor, and venue gratitude.
- Complete administrative needs including but not limited to mailing incentives, tracking supply inventory and any details involved with event follow-up.



**Steward organizational brand integrity.
Promotion of inter-departmental relationships.
Other duties as assigned.**

POSITION CHARACTERISTICS

Looking for an individual who is easily self-motivated, highly organized, and an exceptional communicator who is ready to work in a fun and dynamic environment!

EXPERIENCE AND SKILLS

- BA/BS or working towards a professional degree.
- Event management experience.
- Fluency with Microsoft 365 tools including Word, Excel, Forms and Power Point.
- Ability to learn new digital marketing tools.
- Excellent oral and written communication skills.
- Ability to work independently and in a group setting.
- Great organizational skills and detail oriented.
- Able to work long hours during events.
- Personable and able to work with a variety of people.
- Valid driver's license and insurability on corporate insurance.
- Weekend and overnight travel as needed to support LETR events.
- Comfortable and able to work both in an indoor office setting and outdoor event settings during inclement weather.
- Ability to lift a minimum of 50 pounds.
- Volunteer experience (with Special Olympics helpful).

COMPENSATION AND BENEFITS

- **Salary:** \$18.00-\$20.00 an hour
- **Hours:** 120 hours per position
- Other benefits include expenses covered during all event related travel (i.e., food, lodging, mileage reimbursement if applicable)
- Networking with a variety of professionals in non-profits, business, education, sports, etc.

APPLICATION REQUIREMENTS

Applications accepted until the position is filled. Email a letter of application, resume and 2 references to:

Vickie Donisthorpe, COO
vdonisthorpe@somt.org