



Position Title: Development & Volunteer Services Intern

Department: Development

Location: Remote/Seattle, WA (HQ)

Reports to: Director of Development

Special Olympics Washington is seeking a dynamic and motivated Development & Volunteer Services Intern to join our team. In this role, you will gain hands-on experience supporting volunteer engagement and development efforts, while learning how these functions contribute to the overall strategy and operations of a nonprofit organization.

The intern will build practical skills in volunteer coordination, database management, communications, and outreach, while playing a key role in supporting the volunteer experience from initial inquiry through event participation.

Key Responsibilities:

- Monitor and help manage the shared volunteer services inbox, responding to general inquiries in a timely and professional manner and routing messages as appropriate.
- Maintain and update the volunteer database, including entering new volunteer inquiries, updating contact information, and resolving invalid or duplicate email records.
- Support organization and segmentation of volunteer contact lists for email communications (e.g., Constant Contact).
- Learn and apply basic processes within the volunteer registration system (Dynamics) to assist volunteers with account setup, troubleshooting, and event registration.
- Provide direct support to volunteers registering for events, ensuring a smooth and positive user experience.
- Compile and process data from post-event volunteer surveys to support program evaluation and improvements.
- Research and identify potential volunteer recruitment opportunities, including community outreach channels and partnerships.
- Organize and maintain a current list of group and community contacts to support outreach and volunteer engagement efforts.

Required Skills:

- Strong written and verbal communication skills
- High attention to detail with strong organizational abilities
- Comfortable working with databases and learning new systems (experience with CRM platforms like Dynamics is a plus)
- Familiarity with email marketing platforms (e.g., Constant Contact, Mailchimp)
- Ability to manage multiple tasks and prioritize effectively
- Customer service mindset with a positive, helpful approach when working with volunteers
- Ability to work both independently and collaboratively in a team environment
- Interest in nonprofit work, volunteer engagement, or community outreach

Education & Experience Requirements

- Bachelor's degree or currently working towards a bachelor's degree in marketing, business, or a related field.
- Successful completion of introductory courses in marketing, business, or equivalent.
- Proficient with the use of Microsoft Office (Excel, Outlook).

Additional Traits and Attributes

- Pro-actively takes responsibility for meeting goals, objectives, obligations, and solving problems while representing the mission, vision, and values of Special Olympics Washington.
- Obtains, analyzes, and evaluates information effectively in the face of ambiguity. Makes appropriate decisions based on relevant information and experience.
- Models and upholds the values of candor, openness, inclusiveness, and honesty despite internal and external pressures.
- Expresses oneself clearly and empathetically in interactions with others in all forms of communication, i.e., verbal and written, one-on-one and group, etc.
- A shared passion and commitment for Special Olympics athletes, families, volunteers and donors and a commitment to inclusion.

Salary & Benefits

This is an unpaid internship with the opportunity to receive college credit. The position requires a commitment of at least 15 hours per week, with flexible scheduling options available.

About Special Olympics Washington

Through programming in sports, health, education and community building, Special Olympics WA is changing the lives of people with intellectual and developmental disabilities (IDD). Special Olympics WA can remove barriers and stigmas that people with IDD face and share with the community the gifts and talents they possess. Everyone who comes in touch with Special Olympics Washington is impacted in a way that helps them strive to achieve their personal best.

Special Olympics Washington commits to building an inclusive, diverse, equitable and accessible community that empowers individuals with and without IDD to celebrate their similarities and differences. Through our programming, we foster a community of belonging and inclusion for all.

Join the Team!

Be a part of Special Olympics Washington and help support thousands of athletes across the State of Washington!

Qualified candidates should send a cover letter and resume by email to Emily Nakada-Alm at enakada-alm@sowa.org - No phone calls, please.

Special Olympics Washington is an Equal Opportunity Employer

I _____ have read and understand the job description as outlined above.

Signature/Date