



Special Olympics Michigan Health and Wellness Intern

Description

Special Olympics Michigan Facility and Event Management Intern will be a vital part of supporting operations at the Unified Sports and Inclusion Center (USIC) and assist with state and regional games. This hands-on role provides valuable experience in venue management, event logistics, and sport administration within a mission-driven nonprofit organization. limited to:

Responsibilities

- Assist the Facilities Manager in coordinating outside contractors for major repairs, renovations, and preventative maintenance projects.
- Conduct regular walks of building areas, athletic fields, HVAC, lighting, and plumbing to identify repair needs, clear litter, and perform basic maintenance.
- Log maintenance tickets into the MaintX, track facility supply levels, and reorder materials to maintain proper inventory.
- Maintain working knowledge of building schedules and tenant needs to complete operational tasks with minimal disruption to daily activities.
- Assist with vendor research, guest communications, RSVP tracking, floor plan setups, line-item expense tracking, and order quotes.
- Manage and run event logistics including setups and tear-downs, oversee registration and address real-time operational needs during events at Unified Sports and Inclusion Center.
- Direct and support part-time staff and volunteers as needed.
- Oversee Developmental Sports practices and Events at Unified Sports and Inclusion Center
- Assist with coordinating Regional and State final events
- Update event registration pages, create basic promotional graphics, gather post-event survey feedback, and organize invoices for event closeout.
- Communicating building & event schedules with relevant staff and building partners

Qualifications

- Must be a current student of event management, hospitality management, or a related field.
- Working knowledge event management field
- Ability to meet in person
- Availability on nights and weekends
- Ability to work both individually and as a part of a team
- Must be reliable
- Must be at least 18 years old
- Must have own transportation
- Must be able to lift up to 25 pounds