# Office and Logistics Coordinator

**Special Olympics Michigan**

**DATE:**  March 2022

**JOB TITLE:** Office and Logistics Coordinator

**DEPARTMENT:**  Revenue, Strategy & Growth

**EXEMPT STATUS:** Exempt

**GENERAL STATEMENT OF DUTIES:**

The Office/Logistics coordinator position will work to leverage and facilitate the sharp growth trajectory of Special Olympics Michigan (SOMI). The position located at the Unified Sports and Inclusion Center will work on developing streamlined processes (across all departments) that will scale the organization, synchronize efforts and activities at the Unified Sports and Inclusion Center and other regional SOMI offices and work in the expansion of the development department.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

* + Centralize processes for ordering supplies, copier maintenance, mail receipt/distribution
  + Develop a master scheduling process for common areas in the building and outside, e.g. auditorium, gyms, conference rooms, fields, etc.
  + Develop process to track vehicle fleet scheduling and maintenance.
  + Set up routine communications process, and meeting structure to foster as much collaboration and information sharing as possible.
  + Create/maintain master contact lists for tenants, vendors, collaborating partners and SOMI regional offices.
  + Develop a master scheduling process for athlete employment on campus.
  + Develop a more streamlined employee on-boarding process working with HR, IT, Payroll and leadership.
  + Engineer a more streamlined process and outreach cadence for donor, coach and volunteer touches
  + Serve as primary contact for Special Olympics IDMP Program
  + Determine type of outreach based on situational analysis, e.g. letter, email, phone call, token gift
  + Engage leadership and athletes in “Thank You” process when appropriate
  + Set up routine communications process, and meeting structure to foster as much collaboration and information sharing as possible.
  + Conduct annual review of SOMI Program guide or content for accuracy, flow and completeness
  + Ensure continuity between web site and print edition

**DESIRED QUALIFICATIONS:**

The Office/Logistics coordinator position will require extensive operations experience, exceptional organizational skill, and proven project management ability. It will serve as a “connector” for SOMI offices, regional programs and establish processes to facilitate quality and growth within SOMI.

* **Experience**: 3+ Year’s minimum in related field
* **Education**: Bachelor's Degree, ideally in one of the following areas: Event Management, Business, Recreation & Sport Management, Marketing, Public Relations, Non-Profit Management, Public Administration.
* Passion for advancing inclusion efforts and being a part of the “inclusion revolution”.
* Excellent written & verbal communication skills, with experience in delivering presentations.
* Ability to confidently make an “ask” to potential sponsors, donors, and supporters.
* Ability to maintain strong project management / deadlines, while handling multiple priorities.
* Strong planning, organizational, and task management skills.
* An enthusiastic leader with a zest for learning, and a strong commitment to positively impacting the lives of children and adults living with intellectual disabilities.

**REPORTING RELATIONSHIP:**

* Works under the supervision of the Chief Strategy and Growth Officer
* Office location is in Grand Rapids Michigan at the Unified Sports and Inclusion Center

**WHY WORK FOR SOMI:**

* Generous paid time-off policy and holiday time.
* Medical, dental, vision, & retirement benefits.
* Automatic 401k contribution.
* Flexible scheduling with opportunity to work remotely.

**ABOUT US:**

* Special Olympics Michigan (SOMI) is an inclusion organization that utilizes sports, health and educational program to fight inactivity, injustice and intolerance. As a result, people with intellectual disabilities become accepted and valued members of their communities, which leads to a more respectful and inclusive society for all.

* We provide year-round sports training and athletic competition for children and adults with intellectual disabilities in every county in the state.
* The SOMI team is made up of 30+ full-time staff that work throughout the state at various locations: our Mt. Pleasant Headquarters on CMU’s main campus, the Special Olympics Inclusion Center in Grand Rapids, and in Southeast MI Regional Offices located in Detroit, Flint, & Waterford.

***Apply by sending resume & cover letter to*** [***t.hileman@somi.org***](mailto:t.hileman@somi.org)

***[only electronic applications will be accepted.]***