



## **Special Olympics Michigan Regional Specialist**

### **POSITION SUMMARY:**

Special Olympics Michigan is seeking a Regional Specialist, working 10 hours per week. The Regional Specialist plays a pivotal role in supporting our local area programs in their program development and growth. This part-time position is responsible for serving as the liaison between the state office and area programs. They support local areas in their communications, preparations, and program implementation throughout the year. They help connect prospective athletes and volunteers with local areas and support organizational goals by ensuring that area programs are meeting deadlines and understanding opportunities within Special Olympics.

### **POSITION RESPONSIBILITIES:**

- **Provide support and advisement on SOMI policies and seek out information regarding SOMI policies/procedures to provide accurate information.**
- **Communicate and provide updates for all SOMI deadlines, including event due dates, registration due dates, credit card and financial submission, conference registrations, etc.)**
- **Provide status reports to area programs for athletes, coaches, and chaperones, so they are aware of expiring deadlines as it relates to athletes and volunteers through the registration system.**
- **Connect interested stakeholders (athletes, volunteers, and coaches) to local programs.**
- **Assist with compiling rosters for regional and state events.**
- **Assist area programs with navigating SOMI.**
- **Assist Field Service Staff with recruitment and logistics for setting up athlete leadership trainings.**

### **Educational Requirements:**

- A high school diploma or GED required..

### **Location:**

- Statewide program

*This job description does not list all duties of the job. Employees may be asked to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.*

### **NON-DISCRIMINATION POLICY**

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.