



Sports & Training Part Time Program Assistant

The Opportunity:

As the Sports & Training Program Assistant, you'll play an integral part in fulfilling the mission of Special Olympics Michigan (SOMI), utilizing sports, health, and athlete leadership to create a more inclusive world.

You will work across departments with an amazingly talented, dedicated group of colleagues to track, report and enter important information in an efficient manner to ensure our athletes, students, volunteers and educators can spread inclusion throughout their communities.

Our team members help SOMI athletes achieve their dreams and reveal their inner champion! Come be part of the amazing work we do for our SOMI athletes, their families, and our communities.

What You'll Do:

- Support Regional and State Sports staff by tracking, updating, and reconciling registration data during high-volume periods such as season launches, school submissions, and major events.
- Assist with compiling and organizing registration data for area, school-based, and statewide programs to support planning, compliance, and reporting needs.
- Monitor and track registration deadlines by ensuring all required information is complete for mid-season and year-end reporting cycles.
- Produce athlete registration reports to support program operations, event preparation, and communication with coaches, schools, and program staff.
- Provide in-person support prior to events as needed, sorting athlete credentials, bibs, updating and preparing flyers, materials, etc.
- Provide in-person support at events as needed, including assisting with on-site registration or check-in processes.

What You'll Bring:

- A dedication to helping others find their inner champion!
- A commitment to serving the community.
- High School diploma or similar certification.
- At least two years' experience of a qualifying nature with accounting or data entry.
- Understanding of the needs of volunteers, students and educators in under resourced communities.
 - Positive interpersonal skills and the ability to communicate effectively. The ability to perform the essential functions and requirements of the job with or without accommodation.
- Ability to travel evenings and weekends as needed.
- Computer knowledge in MS applications.
- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual and physical disabilities helpful.

Location:

Grand Rapids, Michigan

If you are interested in this opportunity, please send cover letter and resume to somi@somi.org

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.