



PT-Special Olympics Michigan Program Assistant (Health, Sports, UCS)

The Opportunity:

As a Program Assistant for Special Olympics Michigan, 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 with an amazingly talented and dedicated group of colleagues, serving in a specific department to track, report and enter important data in an efficient manner to help increase our capacity and support for athletes.

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:

- Enter accounting information, coding and tracking into appropriate online and internal systems.
- Assist health and wellness staff with entering of athlete and unified partner registration information after every healthy athlete screening event
- Assist Regional and State Sports staff with athlete and unified partner registration and rosters during high volume times.
- Assist with entering budget information for Special Olympics state and area budgets.
- Assist with tracking of mid-term and year-end UCS reporting and school data.
- Assist with producing athlete registration reports for area and school-based programs.
- Assist with in-person registration at events as needed.

What You'll Bring:

- A dedication to helping others find their inner champion!
- A commitment to serving the community.
- At least two years' experience of a qualifying nature with administrative or data entry.
- Positive interpersonal skills and the ability to communicate effectively.
- 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:

- These positions are statewide and can work out of one of our offices in Grand Rapids, Mount Pleasant or Southfield.

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.

