



**Position Announcement: Special Olympics North Dakota at State Office in Grand Forks**

**TITLE: School & Youth Coordinator**

**DESCRIPTION:**

The School & Youth Coordinator is the designated person of Special Olympics North Dakota (SOND) who is responsible for Unified Champion Schools (UCS), SO College Clubs, Spread the Word to End the Word, and implementing Special Olympics unified activities and youth initiatives throughout the state. He/She is responsible for the recruitment, management, and supervision of volunteers to meet the needs of the requirements of the UCS Grant and SOND. This person also provides assistance to the Director of Field Services and Director of Sports.

***Required:***

- Bachelor's degree in Education with preference to educational leadership and sports management.
- Strong interpersonal, verbal and written communication skills
- Computer skills: Windows 10, Microsoft Office, Word, Excel, Access, PowerPoint, and Publisher
- Ability to work as a team member while independently carrying out objectives
- Ability to lead volunteer committees
- Ability to organize and manage special events and fund raising activities
- Have a current drivers license and insurance
- Reading, calculating, social interaction skills, reasoning & analysis
- Ability to work with minimal supervision
- Demonstrated ability to be creative and resourceful
- Experience in goal development and implementation
- Ability to handle multiple projects simultaneously

***Preferred:***

- Minimum of 2 years within a school system (academic or sport)
- Coaching or participation experience in sports
- North Dakota knowledge and relationships
- Social Media, website and Digital Marketing knowledge/Experience
- Experience with event management
- Experience with direct mailing
- Grant and foundation writing

**COMPENSATION:**

Commensurate with experience; fringe benefit package including individual health, dental, life, and long-term disability; retirement and work related travel expenses.

**TO APPLY:**

Interested individuals should send a letter of application showing qualifications and listing desired salary requirements immediately to:

Special Olympics North Dakota  
2616 South 26<sup>th</sup> Street  
Grand Forks, ND 58201  
info@specialolympicsnd.org