



## POSITION OPENING

<b>Position Title:</b>	<b>Unified Champion Schools (UCS) Manager</b>
Effective Date:	May 5, 2025
Full/Part-Time	Fulltime
Reports to:	President/CEO
Salary Range:	DOE/Competitive
Location:	Based out of Grand Forks with some remote/hybrid flexibility

### Job Summary:

Working in collaboration with Special Olympics North Dakota (SOND) staff, the UCS Manager works closely with schools across the state promoting UCS programming and supporting implementation of new and existing programs and initiatives. Responsibilities include the function, growth, and expansion of UCS programming across all grade levels and the transition phase for school-age athletes moving to community-based teams.

### Desired Skills and Experience:

- BA/BS required.
- Strong education or sports background/experience preferred. Able to apply knowledge in varied situations.
- Excellent people skills and function well in groups of people.
- Demonstrated ability to be self-directed, work independently and meet deadlines while balancing competing priorities.
- Demonstrated ability to problem-solve and make decisions that positively impact operations.
- Ability to work collaboratively with a team and successfully motivate others.
- Reliability in matters related to confidentiality.
- Commitment to providing a high level of customer service.
- Strong organizational skills and the ability to keep accurate information.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle multiple projects simultaneously.
- Intermediate technology skills and willingness to learn current programs (Microsoft 365, Smartsheet, Canva, Adobe).
- Valid driver's license and insurability on corporate insurance.
- Weekday, weekend and overnight travel as needed to fulfill job responsibilities.
- Combination of office and outdoor work setting that may include inclement weather.
- Ability to lift at least 50 pounds.

### Major Responsibilities:

- Coordinate and lead the implementation and expansion of Unified Sports opportunities including Unified PE, Unified Fitness, Young Athletes, and Esports.

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- Bridge communication between SOND and schools by helping build relationships with school liaisons, district staff members, and schools promoting opportunities and providing resources.
  - Work in coordination with SOND Field Service staff and Area Directors to develop a seamless transition for individuals entering SOND programming.
  - Lead the growth of new young adult teams.
- Work with President/CEO on UCS grant implementation and submit all necessary monthly and expense reporting.
- Communicate and support currently established SO College clubs and work to establish new SO College Clubs.
- Collaborate with SOND's Director of Sports to provide UCS coaches' training.
- Support Unified Champion Schools at state, regional and area levels.
- Manage UCS Fitness and Young Athletes inventories.
- Steward organizational brand integrity.
- Develop and maintain working relationships with partner organizations such as the Department of Public Instruction, North Dakota State Council on Developmental Disabilities, NDSHAPE, and NDCEL.
- Work collaboratively with SOND staff on communications regarding programming through conferences, presentations, printed materials, website, social media and monthly newsletters.
- Promote inter-departmental relationships.
- Travel for programming/events as needed.
- Support state games and events as needed.
- Other duties as assigned.

### **Compensation and Benefits:**

Salary is competitive based on experience. Benefits include health and dental insurance; retirement plan; paid holidays; vacation and sick leave package and flexible schedule.

### **Location:**

The Unified Champion Schools Manager work is based out of the Special Olympics North Dakota headquarters in Grand Forks, ND with flexibility for some remote/hybrid work. The expectation of travel to SOND headquarters for staff meetings and events. Week(s) leading up to specific events and functions may require additional time at the State office.

### **Application Deadline:**

Submit resume and cover letter along with salary requirements by May 23, 2025. Position remains open until a qualified candidate is selected.

**Web:** [www.specialolympicsnd.org](http://www.specialolympicsnd.org)

**Mail:** SOND, 2616 South 26<sup>th</sup> Street, Grand Forks ND 58201

**Email:** [info@specialolympicsnd.org](mailto:info@specialolympicsnd.org)

### **About Special Olympics North Dakota**

Special Olympics North Dakota is a private, non-profit organization that provides year-round physical fitness, sports training, and competition in 14 sports to children and adults with intellectual disabilities. All activities are provided free of charge to the participants and their families. More than 1,000 athletes, 2,500 volunteers, and 200 coaches participate throughout the state of North Dakota. For more information: [www.specialolympicsnd.org](http://www.specialolympicsnd.org)