



THE BITE OF OREGON

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Benefiting
 **Special Olympics**
Oregon

Special Event Coordinator Assistant Intern Bite of Oregon

Position Available: 1

Compensation: Performance-based stipend awarded at end of internship (Amt??)

Duration: April – August 15, 2013

Hours: April - 10 hours per week, May – August, 20 hours per week, and 1 event weekend, August 9 – 11, 2013

Company Overview: Special Olympics Oregon is a non-profit organization serving thousands of Oregonians with intellectual disabilities through year-round sports and various education programs.

Event Overview: The Bite of Oregon, held on the Tom McCall Waterfront Park, is a culinary-focused event bringing in over 50,000 attendees over the three days in which it is held. The Bite of Oregon, one of Special Olympics' major fund-raiser events will celebrate its 30th birthday in 2013. Please go to www.biteoforegon.com for more information on this event.

Other Special Olympics Events include:

- Winter Games
- Summer Games
- Fall Games
- Polar Plunge
- Breakfast of Champions
- Governor's Gold Awards

For more information on Special Olympics Oregon, visit www.soor.org

Interested students must submit the following:

1. Current resume
2. 250 word essay addressing the following questions:
 - a. Why are you seeking an internship at Special Olympics Oregon?
 - b. What areas of the internship interest you the most?
 - c. What do you hope to gain from this internship?
 - d. Briefly describe your knowledge of Special Olympics Oregon and the Bite of Oregon
3. Writing sample that displays your writing abilities (1-4 pages)

Qualifications:

Candidates must have the following:

- A strong interest in event planning & hospitality
- A strong commitment to providing impeccable customer service to vendors, staff and guests
- Outstanding written and verbal communication skills.
- Self-motivated, extremely organized and able to work under pressure and deadlines
- Proficiency in Word, Excel and Outlook.

Internship Experience:

Our Event Coordinator Assistant will work on an array of tasks that include, but are not limited to:

1. Assist with production of event related materials and applications (checklists, communications, credentials, registration materials, parking permits, information needed onsite, etc.)
2. Assist with order/inventory for all disposable goods needed for the event.
3. Assist with production and delivery of credentials, parking passes, beverage tickets, etc among all SOOR staff, VIP's, Sponsors and Board of Directors prior to the event.
4. Assist Chef's Stage Manager with planning and execution of Pre-Bite meeting
5. Coordinate catering for crew and Bite staff meetings as needed.
6. Ensure operational and pre-event planning is handled clearly and effectively.
7. Administrative, office and database management tasks as needed.
8. Assist with procurement of items to be used as give-aways on Chef's Stage

This internship opportunity will allow you to network and interact within the industry, learn about the event world, hone your written and verbal communication skills, provide you with a strong foundation and an impressive portfolio.

For more information, please contact:
Patty Brandts at pbrandts@soor.org. No phone calls, please.