



Hospitality Intern

The mission of Special Olympics Belgium is to improve the lives of people with a mental disability by promoting their social inclusion through sports. Each year, Special Olympics Belgium organizes National Games involving twenty different and adapted sports disciplines. More than 3,000 athletes accompanied by 1,200 coaches and 1,800 volunteers participate.

Last year the event took place in the city of Mechelen, for 2024 the National Games will be hosted in the city of La Louviere from 8 until 11 Mai, the long weekend of sanction day.

Special Olympics Belgium also organizes several smaller events and projects for and by our athletes. This can be a competition or a sports initiation, but also an inclusive company team building where our athletes are invited.

Specific task Team VIP – Protocol

The VIP Protocol team is responsible for the making and follow-up of the listings with names of VIP and Protocol individuals who will be invited during the several events at the National Games. In the run-up to the games, we will be initiating local contacts with schools, politicians and companies by informing them of the main goals of Special Olympics and how this can benefit their organisation. During the event, we will be hosting, guiding and entertaining important visitors. For this we are canvassing, planning and organising local sponsoring contracts and commit with them on a contractual basis.

Task list

- Supporting the VIP and Protocol team in daily administrative tasks
- Assist in preparation of the National Games
- Supporting events and promotional activities by follow-up of e-mail, making invitations letters and assure presence on the activities by welcoming the invited guests
- Checking VIP and Protocol database on errors and lacking information
- Selections of proper volunteers regarding the necessary profile requirements
- Supporting the team-coordinator with administrative tasks
- Helping, preparing team meetings and assisting meetings by reporting
- Update the Event Roadmap of our team with tasks and accomplishments
- Contacts with other teams of the Special Olympics Belgium organisation.
- Assist the Staff team with partnership activations
- Providing on-site help during the national games in the coordination of the volunteers and the organisation of the reception VIP and Protocol the day of the opening Ceremony.
- VIP zone: guidance of sponsors and partners during the National Games with the coordination of the volunteers and the organisation of the VIP and Protocol Reception on the day of the opening ceremony.
- Managing our VIP and Protocol photo team respecting the GDPR rules



- Managing the VIP and Protocol Reception room, contacts with responsible coordinators of Sports and HAP
- Coordination with the Sport Ambassadors Athletes team

Skills

- Language requirements : talk and write Dutch and French
- Drivers licence B without restrictions
- Flexible on the working hours

Contact us via mail: danny.smet@specialolympics.be

VIP/ Protocol co-coordinator