

ODEP - Add Us In
Job Announcement

Position: Internship
*8 week summer or flexible part-time opportunity.
This position provides the ability to work remotely.*

POSITION SUMMARY:

A San Diego based charter company is looking for an eager student to assist in its growth and development. Be part of a privately owned sail boat company that specializes in catering to corporate clientele via executive retreats, team building and sales incentives. We also provide social leisure sailing, including but not limited to, sunset sails, weddings, whale watching, themed parties and even burials at sea. If you're looking for an internship where you simply make copies and coffee then this is not for you. You'll be greatly involved with everything from our day to day activities, all the way to business development discussions. We're currently expanding our online presence across social media channels. You will be an integral part of this process.

DETAILED DESCRIPTION OF MAJOR OR ESSENTIAL FUNCTIONS:

- Writing and editing communication documents
- Web design, updating and copywriting
- Data base management
- Basic administrative functions

What our ideal candidate looks like:

- Business, PR, Marketing or Communications Major
- Exceptional organizational skills
- Strong written and verbal skills
- Knowledge and passion for online marketing.
- Ability to self-manage and take ownership of projects.
- Must be PC proficient, Microsoft Office Suite a plus
- Previous experience utilizing multiple social media channels (For Business is a plus)

Internship requirements may vary depending on previous work experience.

To apply:

Please send resume and a customized cover letter to:

"Selection Committee, ODEP - Add Us In" via tom@wid.org and kat@wid.org. Referencing the referring agency or how you learned about this opportunity.

Please format documents as follows:

SJ Last name resume, SJ Last name cover