

**\*INTERNSHIPS\***  
**For Cooperative Work**  
**Experience Education**  
**(CWEE) Students**

**Earn up to 16 units by working at one of these internships. Ask an Employment Specialist how you can be enrolled in a CWEE class.**

Tuesday, January 27, 2015      **Count** 168

**Job ID**

**ACCOUNTING**

**18506 ACCOUNTS PAYABLE**

Company Name: Golden Oak Whalen Furniture Mfg., Inc.      San Diego      92154-

40HRS MON-FRI, LOCAL FURNITURE MANUFACTURER IS LOOKING FOR AN ACCOUNTS PAYABLE TO POST PAYMENTS, DRAFT COLLECTION LETTERS TO DELINQUENT ACCOUNTS. NEED SOME PAYABLE EXPERIENCE AND OR EDUCATION IN RELATED FIELD. COMPUTER LITERATE A MUST. CALL.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**21984 ACCOUNTING CLERK (INTERNS**

Company Name: Whalen Furniture Mfg. Inc.      San Diego      92154-

PART TIME. 10-12HRS/DAYS: MONDAY THROUGH FRIDAY. FLEXIBLE HOURS ARE AVAILABLE. THIS IS A TEMPORARY POSITION. JOB DUTIES: FILING, SORTING, LABELING, ALPHABETIZING, ORGANIZING, BOXING UP OLD FILES, OTHER DUTIES AS ASSIGNED. REQ SKILLS: ADMINISTRATIVE EXPERIENCE; FILING, SORTING AND ORGANIZING. SOME BASIC OFFICE DUTIES. HOW TO APPLY: \*MUST BE ENROLLED IN A COOPERATIVE WORK EXPERIENCE COURSE. PLEASE EMAIL YOUR RESUME WITH THE TITLE OF THIS POSITION IN THE SUBJECT LINE. THANK YOU.

**25002 CLIENT SERVICES ACCOUNT IN**

Company Name: Vitro      San Diego      92106-

ViTRO is a full service advertising agency whose Client Service Department is on the lookout for unpaid (part time / school credit) Account Interns to join their team! Organized, driven and enthusiastic problem solvers interested in making the most of our hands-on, educational experience will work closely with our account management teams to learn the in's and out's of an ad agency. All students and recent graduates ready to dive into the Advertising Industry are welcome to apply year-round, and will be responsible for the following: Compiling, synthesizing and analyzing competitive research. Managing and tracking job flow through the agency's various departments. Overseeing agency processes and organizing account projects. Collaborating with, and assisting in the management of resources for, the media, creative, design, digital and production departments. Ensuring communication flow throughout the agency is streamlined. Preparing materials for vendor, client and new business presentations. Supporting all members of the Client Service Team, and working closely with Associate Account Executives and Account Executives, to successfully complete all tasks. Finding creative solutions for problems that arise. Enthusiastically volunteering to be involved in projects, big and small, throughout the agency. We believe that our program is the first step to a meaningful career in the Advertising Industry and provides interns with the skills, knowledge and experience they need to succeed.

## Job ID

### 21614 BUSINESS ASSISTANT

Company Name: CSP & ASSOCIATES

Spring Valley

91942-

Flexible 10-15 hrs. Monday through Friday. EXPERIENCE: Will be working with Quick Books, so Quick Books experience is desired. DUTIES: Bookkeeping and Tax data entry, answer phones and book appointments. Social media networking, working with Facebook and Twitter, internet research. Client interaction, marketing help. HOW TO APPLY: Email resume.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18583 PAYROLL & ACCOUNTING CLE

Company Name: Ichia USA, Inc.

Chula Vista

91910-

SEEK INDIVIDUAL FOR A NON-PAID INTERNSHIP POSITION TO ASSIST IN A SMALL OFFICE WITH PAYROLL. MUST HAVE 1-2 YEARS OF PAYROLL EXP. MUST BE DEPENDABLE, FAST LEARNER AND ABLE TO WORK WITH MINIMUM SUPERVISION.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## ART

### 18488 PHOTOGRAPHER ASSISTANT

Company Name: San Diego Model Management

San Diego

92108-

12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS PHOTOGRAPHY MAJORS TO INTERN BY ASSISTING ON PHOTOSHOOTS AND IMAGE ENHANCEMENT USING PHOTOSHOP. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.

## Child Dev

### 18490 INTERN/CHILD DEV

Company Name: SWC

National City

91950-

VARIABLE HOURS. NON-PAID INTERN POSITION: ORGANIZE RECORDS FOR ALL CHILDREN AND VOLUNTEERS, SHARE IDEAS OF HOW TO IMPROVE SERVICES, ASSIST IN PLANNING EDUCATIONAL CURRICULUM, ORGANIZE RECORDS FOR ALL CHILDREN AND VOLUNTEERS AND RECEIVE A CERTIFICATE OF RECOGNITION ONCE COMPLETING A SEMESTER OF VOLUNTEERISM AT THE CHILD CARE CENTER. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18503 INTERN/CHILD CARE

Company Name: Carmen's Early Literacy Academy Family Day

Chula Vista

91911-

LOCAL DAY CARE FACILITY SEEKS STUDENTS WHO NEED EXTERNSHIPS FOR COLLEGE CREDIT. READ TO CHILDREN, PARTICIPATE IN GROUP ACTIVITIES AND OTHER GENERAL CHILD CARE CENTER ACTIVITIES. CALL.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18589 INTERN/CHILD DEV.

Company Name: Children's Museum of San Diego

San Diego

92101-

FLEX HRS, TUE-FRI. ASSIST WITH VARIOUS CHILDREN ACTIVITIES WITHIN THE MUSEUM.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18600 CHILDHOOD ASSISTANT

Company Name: Chula Vista Child Care

Chula Vista

91912-

FLEX 10-20 HR WK. BETWEEN 7AM-5PM. NATIONALLY ACREDITED FAMILY CHILDCARE PROVIDER SEEKS CHILD DEVELOPMENT MAJOR STUDENTS WITH SOME CD/ECE UNITS OR EXPERIENCE TO SUPERVISE DURING PLAY, SING, DANCE AND GENERAL LEARNING SESSIONS. CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

### 24442 SOCIAL MEDIA INTERN

Company Name: Greater San Diego After-School All-Stars

San Diego

92101-

HRS/DAYS: 15-20 HRS PER WEEK MON-FRI JOB DUTIES: Will assist w/ our social media marketing efforts. Manage & publish relevant social media content. Schedule is subject to all school holidays & breaks. Post & interact w/ local or relevant organizations & groups. REQ SKILLS: Must be 18yrs & completed 48 units of college coursework. Livescan fingerprints & TB test results required prior to employment. Solid understanding of the internet & social media marketing practices. Fearless attitude towards technology & willingness to learn. HOW TO APPLY: EMAIL RESUME

### 18489 ASSIST. PRESCHOOL TEACHE

Company Name: Chicano Federation Child Care Dept.

San Diego

92113-

12 HR WK. MON-FRI. SUPERVISION OF CHILDREN, CURRICULUM DEVELOPMENT. PROMOTES PARENT PARTICIPATION, & CONDUCTS OBSERVATIONS & PORTFOLIOS FOR EACH CHILD IN THE CLASS. MUST HAVE 6 CD/ECE UNITS AND SOME EXPERIENCE WORKING WITH CHILDREN. MUST BE BILINGUAL. APPLY IN PERSON. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18590 DAY CARE ASSISTANT

Company Name: Lots of Hugs and Kisses

Chula Vista

91911-

FLEX 12 HR/WK, MON-FRI. TEACH CHILDREN NUMBERS, COLORS, ALPHABET, SING SONGS, GO OUTSIDE AND PLAY WITH THEM; GIVE SNACKS. MUST BE VERY PATIENT. APPLY IN PERSON OR CALL FOR APPT. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Clerical

### 18481 CLERICAL ASSISTANT

Company Name: Bonita Business & Professional Association

Bonita

Internship for Business majors. Flex hours. Assist in planning events and coordination. Ability to type with knowledge of graphics, word processing, excel. Good communication skills for answering phone and customer service, following directions with ability to work independently when necessary. Excellent opportunity for communication or marketing majors. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18482 DOCUMENTARY INTERNSHIP

Company Name: Ricos Productions

Fallbrook

92028-

12 HR WK. LOCAL FILM PRODUCER SEEKS STUDENTS TO ASSIST WITH RESEARCH, PROJECT MANAGEMENT, INTERVIEWING, GRANT WRITING, ECT FOR THE PRODUCTION OF AN ENVIRONMENTAL DOCUMENTARY THAT WILL EXAMINE GLOBAL WARMING. PROJECTS WILL INCLUDE IDENTIFYING SCIENTIST, LOCATING AND APPLYING FOR GRANTS, INTERNET RESEARCH AND INTERVIEWING PEOPLE. YOU CAN WORK FROM HOME. CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 23748 OFFICE ASSISTANT INTERN

Company Name: American Factory Wheels

San Diego

92120-

14hrs/wk. Work days and hrs: M-F, 8-5. Experience: Looking for an intern with professional demeanor and reliable transportation. Must be eager to learn, hard-working, and dependable. Duties: Must have experience with Microsoft 2011 (Word, Excel, PowerPoint, Outlook). Will also need to file, answer phones, relay messages, confirm appointments and interact with other staff. To apply: email resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE CLASS.

## Job ID

- 25142 OFFICE ASSISTANT** Company Name: Cross Law Corporation San Diego 92101-  
Job is open to: Currently Enrolled CWEE Students Only. Clerical/Administrative assistant for a small law firm. Duties include answering phones, calendaring deadlines, mailing legal documents, scanning documents, organizing and maintaining client records. Required Skills: Proficiency in Outlook and Word is highly desired. How to Apply: Email Resume
- 20345 BUS DEV ASSISTANT** Company Name: Fiduciary Experts LLC San Diego 92154-  
3-5 HOURS/WK.experience: know how to use a computer and is looking to get exposed to 401k plan consulting and business development. Duties: help with Data entry and research/update company profiles. Scrub data into CRM system. Add\_info: This is an unpaid internship. I am looking for someone interested in entering the financial world of investments as it pertains to 401k plans. Willing to train and prepare intern to pass Series 6 license exam. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 22905 TAX SITE COORDINATOR** Company Name: Thrive San Diego; Dreams for Change San Diego 92163-  
15hrs/wk. Temporary- Days flexible. EXPERIENCE: Proficient in Windows, MS Office programs & Internet use. Effective verbal, presentation & listening communications skills. Ability to travel & work off campus. Willingness to learn both taxes & CalFresh program. DUTIES: Lead efforts to build collaboration within Southwestern College student organizations, businesses and community- based organizations to recruit VITA and SNAP volunteers. Provides coordination, organization, and supervision of the tax site. Lead efforts to coordinate recruitment, training and scheduling of volunteers for tax preparation and public benefit screening. Conduct benefit screening and tax preparation as needed. Email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.
- 22859 CLERICAL** Company Name: HealthIPAS Chula Vista 91910-  
CLERICAL DUTIES. TRAINING WILL BE PROVIDED. HOW TO APPLY: PLEASE CALL. \* MUST BE CURRENTLY ENROLLED IN A CWEE COURSE..
- 22858 MARKETING SALES OFFICE AS** Company Name: Serendipity Sales Chula Vista 91914-  
Flexible hours/days. Serendipity Sales is a Manufactures Rep Agency in the Gift & Souvenir Industries throughout Calif. and Nev. Gain experience in marketing and business from a team with 30 years' experience. EXPERIENCE: Computer skills Microsoft Word, Excel, Power point presentations, typing, communication skills, Basic office skills. DUTIES: Help with reconciling commissions, communicating with manufactures and sales reps.Telesales with existing customers. Working on Microsoft Word and Excel Docs. HOW TO APPLY: Please call. A resume is required. \*MUST BE CURRENTLY ENROLLED IN A CWEE CLASS.
- 19897 ADMINISTRATOR** Company Name: New Technical Solutions, Inc. Chula Vista 91910-  
JOB DUTIES: COMMUNICATION: Phone, office, customer reception & customer emails. DATA ENTRY: Accounting, using QuickBooks Pro, General office forms & correspondence, using Microsoft Word & Excel, contact management, using ACT, forms, using Adobe Acrobat Pro. CUSTOMER SERVICE: Manage customer service request for accounting & collections; order & shipping issues, manage customer service request for sales; defectives & product issues, manage internal customer service request. OFFICE MAINTENACE: Filing, labeling, archiving, scanning, Shredding. TEAM WORK: Weekly company meeting, training, planning & projections. REQ SKILLS: Minimum of four hour per day, morning or afternoon sessions available. Ideal weekly time would be five days per week. Employment review at end of internship for school credits & possible employment or continue internship. HOW TO APPLY: Email w/ resume or description of why you would like to be an intern. OR CALL ask for Roberto Romero let them know you are inquiring about internship.

## Job ID

- 22670 MANAGEMENT ASSISTANT INT** Company Name: Fondo de Cultura Economica (FCEUSA Inc) San Diego 92154-  
This internship requires a minimum of 16 hours per week. From 3 or 6 months depending on intern performance and decision. Requirements: Bilingual, Administrative skills, detail oriented, Basic knowledge of Microsoft Office (Excel). Activities/duties: Data base updates, library inventory, financial reports reviews and fulfillment, file organization and report writing. How to apply: Call or email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.
- 18476 OFFICE ASSISTANT** Company Name: San Diego Model Management San Diego 92108-  
12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS BUSINESS/OFFICE MAJORS TO INTERN IN OFFICE ADMINISTRATION AND ASSIST ON PHOTOSHOOTS OR IN RESEARCHING LOCATIONS FOR PRODUCTIONS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 18436 INTERN/OFFICE** Company Name: San Ysidro Chamber of Commerce San Ysidro 92173-  
FLEX 12 HR WK. LOCAL CHAMBER OF COMMERCE SEEKS STUDENT WITH GENERAL OFFICE SKILLS TO ANSWER MULTI-LINE PHONES, DATA ENTRY, SPREADSHEETS AND FILE. BILINGUAL SPAN/ENG REQUIRED. SEE SPECIALIST FOR ENROLLMENT INFORMATION. CALL FOR APPOINTMENT. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 22370 OFFICE ASSISTANT INTERNSHI** Company Name: Rick Alba Appraisal Service Bonita 91902-  
Part time, flexible 20 hours. EXPERIENCE: PC computer, word processing, Excel, Word, administrative, including organizational, phone, writing, math, billing, create website using Vista Print, marketing. DUTIES: Organize office, computer files, create website, contact lists, write letters, create templates, promote business through phone calls and correspondence. Make/answer phone calls. Some knowledge or experience in the insurance or claims industry is desirable. HOW TO APPLY: In person, call or email your resume today. \* MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.
- 22857 CLERICAL ASSISTANT** Company Name: SWC Chula Vista 91910-  
SCHED. TO BE ARRANGED. PARALEGAL PROGRAM INTERN. PROVIDE TECHNICAL SUPPORT TO SOUTHWESTERN COLLEGE FACULTY AND STAFF. WRITTEN AND SPOKEN COMMUNICATIONS SKILLS REQUIRED. THE STAFF DEVELOPMENT OFFICE WILL SELECT PARTICIPANTS BASED ON THEIR ABILITY. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 24222 CLERICAL ASSISTANT** Company Name: Villasenor Services Chula Vista 91911-  
Temp position only from February thru April 2014. Seeking SWC Student to assist with general office duties. Must be bilingual. Must enroll in a cooperative work experience class.
- 18534 INTERN/OFFICE INTERN** Company Name: U.S. Small Business Administration San Diego 92101-  
SMALL BUSINESS ADMINISTRATION SEEKS STUDENTS TO RELIEF RECEPTIONIST, KEEP RACK STACKED, ASSISTS CLIENTS, ASSIST WITH OPTING IN CUSTOMER'S , ASSIST WITH SEMINARS, MAKE PRESENTATIONS ON SBA PROGRAMS & SERVICES AND ANY OTHE RDUTIES ASSIGNED. SEE SPECIALIST FOR ENROLLMENT INFORMATION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

- 18554 MEDICAL CODER/BILLER** Company Name: Dermatology Institute Chula Vista 91910-  
12 HRS/WK LOCAL DERMATOLOGY MEDICAL OFFICE SEEKS STUDENT TO ASSIST WITH MEDICAL CODING AND INSURANCE. GREET PATIENTS, ANSWER PHONES, SCHEDULE, FILE, COPY MEDICAL RECORDS AND OTHER DUTIES. MUST BE ENERGETIC, GOOD WITH PEOPLE, ORGANIZED AND DETAILED AND MUST BE BILINGUAL/SPANISH/ENGLISH. CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 18555 OFFICE ASSISTANT** Company Name: Dermatology Institute Chula Vista 91910-  
12 HRS/WK LOCAL DERMATOLOGY MEDICAL OFFICE SEEKS STUDENT TO GREET PATIENTS, ANSWER PHONES, SCHEDULE, FILE, COPY MEDICAL RECORDS AND OTHER DUTIES. MUST BE ENERGETIC, GOOD WITH PEOPLE, ORGANIZED AND DETAILED AND MUST BE BILINGUAL/SPANISH/ENGLISH. CALLS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 24984 OFFICE MANAGER** Company Name: Compatible Home Care Chula Vista 91910-  
Job is open to: \*CURRENT SOUTHWESTERN CWEE STUDENTS ONLY. Work Schedule: Monday - Thursday. Prepare and review operational reports and home care schedules to ensure 100% staffing. Assist with the hiring of home care professionals. Complete work schedules, manage calendars, and arrange appointments. Verify accuracy of billing data and revise any errors. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information. Operate office machines, such as photocopiers, facsimile machines, voice mail systems, and personal computers. Answer telephones, direct calls, and take messages. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Acquire, distribute and store supplies. Contact customers to obtain or relay account information. Required Skills: knowledge with the use of office equipment such as a computer, facsimile, phone system, and photo copy machines. How to Apply: Apply in Person or Fax Resume.
- 18585 INTERN/OFFICE INTERN** Company Name: U.S. Small Business Administration San Diego 92101-  
SMALL BUSINESS ADMINISTRATION SEEKS STUDENTS TO RELIEF RECEPTIONIST, KEEP RACK STACKED, ASSISTS CLIENTS, ASSIST WITH OPTING IN CUSTOMER'S , ASSIST WITH SEMINARS, MAKE PRESENTATIONS ON SBA PROGRAMS & SERVICES AND ANY OTHE RDUTIES ASSIGNED. SEE SPECIALIST FOR ENROLLMENT INFORMATION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 24262 LOGISTICS/CUSTOMS INTERN** Company Name: MAR Brokerage Corp. San Diego 92154-  
Local U.S. Customs Brokerage company seeking interns to assist with Logistics and Customs operations. Must be enrolled in a Logistics and Transportation or Customs program at a college. Must also be enrolled in a Work Experience Class that allows a student to earn credit. Call.
- 19031 ADMIN. ASSISTANT INTERNSHI** Company Name: Livesay Capital Solutions San Diego 92108-  
LENGTH 3-6 MONTHS. MON-FRI. JOB DUTIES: ANSWERING PHONELINES, SCHEDULING APPOINTMENTS, KEEPING CALENDAR UPDATED, CUSTOMER SERVICE, SEMINARS COORDINATION, MAILING AND CUSTOMER COMMUNICATIONS. SKILLS REQUIRED:CRITICAL THINKING ABILITY, COMMUNICATING WITH CUSTOMERS, KNOWLEDGE OF MICROSOFT OFFICES, FRIENDLY AND COURTEOUS ATTITUDE. OFFICE WORK REQUIRED. CALL FOR APPOINTMENT, APPLICATION REQUIRED, & RESUME REQUIRED.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

### 19771 CLERICAL SUPPORT

Company Name: Chula Vista Public Libray

Chula Vista

91910-

PERFORMS VARIED CLERICAL AND RELATED DATA ENTRY TASKS FOR VARIOUS DEPARTMENTS. DAILY ROUTINE REQUIREMENTS: ARRIVE FOR SCHEDULED WORK HOURS PROMPTLY; ARRANGE FOR COVERAGE IF UNANTICIPATED CONFLICTS IN SCHEDULING OCCUR. ADHERE TO CODE OF CONFIDENTIALITY RELATED TO CONSTITUENT INFORMATION, CITY POLICIES, GUIDELEINES AND PROCEDURES. DRESS CODE MINIMUM: BUSINESS CASUAL. THIS POSITION REQUIRES FINGERPRINTING. CALL OR EMAIL FOR MORE INFORMATION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18523 OFFICE ASSISTANT

Company Name: City of Chula Vista

Chula Vista

91910-

MON-FRI. RECEPTIONIST DUTIES AND CUSTOMER SERVICE OVER THE PHONE AND/OR IN PERSON. FILING, COMPILING REPORTS, MAINTAINING RECORDS AND PROCESSING FORMS. ABILITY TO LEARN STANDARD OFFICE PRACTICE AND PROCEDURES, INCLUDING BUSINESS LETTER WRITING, THE OPERATION OF COMMON OFFICE EQUIPMENT, RELATED DUTIES AS ASSIGNED. APPLY IN PERSON. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18432 INTERN/OFFICE ASSISTANT

Company Name: County of San Diego

San Diego

92123-1600

12+ HOURS PER WK, FLEX. ASSIST IN FAST-PACED OFFICE DIRECTLY INVOLVED WITH SAN DIEGO'S ECONOMY AND NEW BUSINESSES. WRITE ARTICLES FOR NEWSLETTERS. KNOWLEDGE OF PAGEMAKER AND/OR FRONTPAGE A PLUS (TRAINING CAN BE PROVIDED). PROFESSIONAL DRESS. ENGLISH/JOURNALISM/BUSINESS MAJORS ENCOURAGED TO APPLY. MUST BE AT LEAST 18. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19178 HUMAN RESOURCES

Company Name: NBC 7/39

San Diego

92101-

Will help the HR director with employee communications, the station intern program, maintaining the station newsletter, staffing, and maintaining FCC reports. Interns will gain a holistic view of the HR processes and policies for NBC 7/39 by using the hands-on experience of projects. 15 hrs/wk. Flexible hours. Must be enrolled in an internship course for credit to be eligible to apply. See webpage for internship application documents. \*\*Must be SWC Student\*\* \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18514 INTERN/COMMUNICATIONS

Company Name: San Diego Natural History Museum

San Diego

92112-

10HRS/WK. TUE-THUR. FLEXIBLE. CREATE DATABASE FOR DEPARTMENT, CREATE FILING SYSTEM, MAILINGS, ASSIST WITH EVENT PLANNING AND COORDINTION. COMPUTER (EXCEL, WORD). ABILITY TO INTERACT WITH PUBLIC, STRONG VERBAL SKILLS. ADMIN AND COMPUTER SKILLS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18508 CLERICAL ASSISTANT

Company Name: SWC

National City

91950-

SCHED. TO BE ARRANGED. PROVIDE CLERICAL ASSISTANCE TO STAFF, DUTIES AS ASSIGNED. MIN. TYPING 35 WPM, FILING, ANSWERING PHONE, ETC. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19285 OFFICE CLERK

Company Name: Select Staffing

San Ysidro

92173-

FLEX HRS. LOCAL STAFFING AGENCY SEEKS STUDENTS TO ASSIST WITH GNENERAL OFFICE DUTIES: PHONES, CUSTOMER SERVICE, SCHEDULING, FILING. CALL FOR APPOINTMENT. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

- 18504 REALESTATE INTERN** Company Name: Top Agent Team San Diego 92131-  
FLEX 10 HR WK. REAL ESTATE REFERRAL COMPANY SEEKS STUDENTS WHO ARE INTERESTED IN GAINING VALUABLE PRACTICAL EXPERIENCE IN THEIR MAJOR: BUSINESS, MARKETING, REAL ESTATE, TELEMEDIA, JOURNALISM. SOUTH BAY AREA INTERNSHIP OPPORTUNITIES EXIST. CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 21089 INTERN/OFFICE ASSISTANT** Company Name: A Time to Dance San Diego 92104-  
5 - 12 hrs per week. Monday, Tuesday, Wednesday, Thursday, some Saturdays. We want someone w/customer service experience, excellent phone skills, and a professional appearance. Duties: Signing in clients, answering phones, confirming and canceling, appointments, and general customer service. This is an Intern based scholarship with the #1 dance studio in San Diego. We are looking for either dance; business or graphic arts students who want to build their resume. The intern must be 21 or over. Studio has over 25 years experience in the dance industry and is owned and operated by the West Coast producers of the San Diego Salsa Festival. Please send a resume, availability, and photo. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 18501 CLERK/TYPIST** Company Name: SWC San Diego 92154-  
15 HR/WK, , HRS. TO BE ARRANGED. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING PHONES AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS AND TYPING 35 WPM. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 22465 HUMAN RESOURCE APPRENTI** Company Name: Tribal Truth Encinitas 92023-  
20-40 hrs per/month. 5hrs per/wk Tribal Truth is a tribe of female leaders who want to make a difference in the world. They have the vision of helping women to see their greatness & together make their dreams come true. Students w/internship requirements are encouraged to apply as Apprenticeships hrs almost always are eligible for school credit. Social Enterprise Success coaches college students & graduates (Apprentices) in applying knowledge & skills. Experience: Strong time mgmt/organizational skills, oral, written, listening & electronic communication skills. Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc. Exceptional interpersonal & organizational skills, integrity, sound judgment & decision-making skills. Ability to work on more than 1 project at a time. Commitment to learn & experience personal/professional growth. Exp. supervising preferred. Proficient computer skills including word processing, spreadsheets, Internet & email. HOW TO APPLY: Email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.
- 18435 CLERK/TYPIST** Company Name: SWC National City 91950-  
VOLUNTEER POSITION: PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. GOOD COMPUTER SKILLS AND TYPING SPEED OF 35WPM. WORK SITE: HIGHER ED CENTER, NATIONAL CITY. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 19174 CREATIVE SERVICES (ADVERTI** Company Name: NBC 7/39 San Diego 92101-  
15 hrs/week. Flexible hours. Interns will be responsible for assisting with photo shoots, collecting props for photo shoots, logging tapes, and organizing promotion's tape library. Will learn about the many processes associated with advertising and promotions. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents.\*\*Must be SWC Student\*\*

## COMMUNICATIONS



## Job ID

### 18477 INTERN/PUBLIC RELATIONS

Company Name: SWC

National City 91950-

FLEX 12 HRS. ASSIST HIGHER ED CENTER IN CONTACTING COMMUNITY TO BUILD POSITIVE IMAGE AND AWARENESS OF SERVICES. SEE SPECIALIST FOR DETAILS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Computer

### 24251 PHOTOGRAPHER/ CINEMATOG

Company Name: Young Productions

Chula Vista 91911-

HRS/DAYS: 5-20hrs Monday-Sunday Schedule varies JOB DUTIES: Filming/ Photographing/ editing studio session, live shows, music videos & other promotional videos our co. REQ SKILLS: Must be experienced with SLR cameras. Editors must have experience with SLR workflow. Experience with Adobe After Effects is a plus. Must be organized & carry out projects in a timely manner. HOW TO APPLY: EMAIL RESUME with link to current availability. Specify which interest ; Filming, Photography, editing.

### 22671 WEB DESIGNER

Company Name: Fondo de Cultura Economica (FCEUSA Inc)

San Diego 92154-

This internship requires a minimum of 8 hours per week. From 3 or 6 months depending on intern performance and decision. Requirements: Bilingual (read and writes English/Spanish). Proactive and Building website knowledge. Activities/duties: Create a new website proposal for the company. Webpage update and preparation of a procedure manual for the webpage users. How to apply: Call or email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

### 24259 MEDIA EDITOR

Company Name: KSDY- Canal 50

San Diego

MUST CURRENTLY BE ENROLLED IN AN EDUCATIONAL DEFREE or CERTIFICATE PROGRAM HRS/DAYS: Monday- Friday 20hrs JOB DUTIES: Research content, photos & archive footage. Assist in field shoots as needed & available. Assist in setting-up & conducting interviews. Operate studio & field production equipment. REQ SKILLS: Pro-Bilingual ( Spanish language obligatory) Must be at least 18yrs. Must exhibit attention to detail, excellent organization & communication skills. Easy going & able to learn new things. Basic/ Intermediate knowledge on Adobe package ( Premiere, photoshop, after effect, illustrator). Camera Handling. Producing/ content internships require a commitment of at least 20 hours per week for a minimum of 10 weeks. HOW TO APPLY:EMAIL RESUME

### 18525 WEB DESIGNER

Company Name: MERKURY I.T.

Imperial Beach 91932-

10-20 FLEX HRS WK. WORK ON DESIGN OR ELEMENTS OF CLIENTS WEB SITES, INTERFACE W/ CLIENTS, WORK ON SITE & FROM HOME. COULD BECOME PERMANENT, COULD TURN INTO A PAYING JOB. MUST HAVE KNOWLEDGE OF BASIC HTML WEB DESIGN, FLASH & GRAPHICS DESIGN A PLUS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18511 WEBSITE/VIDEO EDITOR INTER

Company Name: San Diego Image.com

San Diego 92154-

LOCAL ADVERTISING AGENCY SEEKS PERSON TO UPDATE WEBSITE BY CREATING AND UPLOADING NEW PAGES AND VIDEO. WILL BE PERFORMING VIDEO EDITING AND USING HTML, DREAMWEAVER, PHOTOSHOP, ETC. CALL OR APPLY IN PERSON. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**19907 DATA ENTRY AND DATA MANA**

Company Name: ESET, LLC

San Diego

92101-

experience: • Organization • Computer Literacy • Keyboard Skills • Detail Oriented • Technical Communication • Oral Communication Skills • Written Communication Skills • Proof Reading Skills • Professionalism • Math Aptitude duties: 1. Works closely with Demand Generation Manager to ensure lead and nurturing contact data is captured and formatted to be entered into appropriate databases in a timely manner 2. Data processing steps include: a. Formatting raw data from spreadsheet submitted by sales and marketing teams b. Scan business card leads as needed c. Manual data entry of lead card information, details and notes as needed d. Format column headings and pick list values e. Concatenate data into notes field as needed f. Populate any missing data (IE: company size, email) through an online search with Jigsaw g. Dedupe contacts within each list, merging any data as needed h. Proofreads data for accuracy and corrects discrepancies, duplicate entries, etc . i. Submit list for import to appropriate database 3. Utilizes software capabilities where applicable to reformat data as appropriate to meet import guidelines and pick list values (IE: search and replace tables) 4. Pull Pre-event contact lists from existing databases to be used in pre-event emails utilizing database search reports by region and merging that contact list with past years event lists 5. Format Post-event contact lists received from marketing to be used in post-event emails and future email nurturing campaigns 6. Performs electronic filing of lists acquired from marketing programs and events into appropriate online folders 7. Resolves or reports problems encountered immediately, including unreadable data, unacceptable data, equipment malfunctions and any other problems 8. Performs other related duties based on availability after completing list management items and dependant on the skill set of the individual. Please call or email for more information. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**19180 INFORMATION TECHNOLOGY**

Company Name: NBC 7/39

San Diego

92101-

Interns will work hands on with broadcast equipment and learn skills in network engineering, broadcast engineering, audio-visual information storage and playout, and general IT activities. Applicants should be familiar with Microsoft Operating Systems, MS Office applications, basic TCP/IP Networking, and Networking components. Interns will work with various departments; sales, news, and promotions. Interns may be called upon to assist in news gathering, new production, and distribution operations. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*

**19185 WEB DESIGN**

Company Name: NBC 7/39

San Diego

92101-

NEWS DEPARTMENT: Interns will be responsible for updating weekly lists on the website, shooting and tracking stories for the website, writing stories for the website, and creating slideshows. In addition, will work closely with some photographers for web content and help out heavily during high school football season. Interns will have the opportunity to contribute largely to the NBC 7/39 website content and functions. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.. See webpage for internship application documents. \*\*Must be SWC Student\*\*

**22669 GRAPHIC DESIGNER**

Company Name: Fondo de Cultura Economica (FCEUSA Inc)

San Diego

92154-

This internship requires a minimum of 8 hours per week. From 3 or 6 months depending on intern performance and decision. Requirements: Bilingual, detail oriented, creative and proactive attitude, knowledge of Adobe design premium CS5. Activities/duties: Elaboration of newsletters, advertising design when necessary, customer greeting cards design promotion posters design and preparation of a proposal for a design manual. How to apply: Call or email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

## Culinary

**24172 KITCHEN EDUCATION INTERM**

Company Name: Olivewood Gardens and Learning Center

National City

91950-

HRS/DAYS: Will work approximately 10-12 hours a week for duration of the spring 2014 semester. Interns are asked to commit to one full day and half day field trips. JOB DUTIES: The Kitchen Education Intern will work with the chef Educator to support & implement interactive cooking lessons for elementary school students as well as assist with projects related to our cooking education programs. Involve both daily responsibilities and long term assignments. Internships are unpaid but class credit is available. Support field trip program; including set-up and clean-up for daily lessons formatting recipes and creating produce shopping/ harvesting list. Lead hands on cooking lessons; including introduction, preparation, monitoring student behavior. HOW TO APPLY: Email resume

**Customer Svc****24084 BOOKING AGENT INTERNSHIP**

Company Name: Sleeping Giant Music

San Diego

92109-

ONLY Southwestern Students HRS/DAYS: Monday-Friday 10hrs minimum JOB DUTIES: Interns will be assisting the booking agents with venue research, client relations, talent relations, talent scheduling & accounting, itineraries & artist management. Applicants must be strong in verbal & written communication skills, organization, multitasking & knowledge of various music genres. Most importantly, applicants must love music! Students will be able to receive college credit upon completion of this internship. REQ SKILLS: Proficiency in MS Office. Excellent written & oral communication skills. Detail & multi-task oriented. Punctuality & accuracy essential. Exceptional interpersonal skills allowing for affective interaction. HOW TO APPLY: EMAIL RESUME

**19186 CONSUMER REPORTING**

Company Name: NBC 7/39

San Diego

92101-

NEWS DEPARTMENT: Interns will be responsible for doing a large amount of background research. Interns will be talking to contacts, following up on emails and setting up stories. There is a large amount of email and phone traffic and intern will need to use their best judgment to screen calls and find good story ideas. Interns need to be good self-starters and have a good sense of judgment. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*

**18452 APPOINTMENT SETTER**

Company Name: Top Agent Team

San Diego

92131-

FLEX 20 HR WK. MIRA MESA AREA COMPANY SEEKS PEOPLE TO CALL CUSTOMERS THAT HAVE INDICATED AN INTEREST IN REAL ESTATE SERVICES. HIGH SUCCESS RATIO, PROVEN SCRIPT, NO STRESS. HONEST SERVICE HELPING PEOPLE BUY AND SELL REAL ESTATE. PAY IS FLAT \$12 HR PLUS BONUS; YOU SHOULD AVERAGE \$17 PER HR. LOCATED OFF 15 AND MIRA MESA BLVD. CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**24414 FLORAL DESIGNER**

Company Name: Blossoms by the Beach Floral Design

San Diego

92126-

8hrs/wk. Thurs, Fri, Sat (day/evening times to set-up). We are a San Diego wedding, party & event floral design business. We are seeking a motivated, exp'd floral designers interested in pursuing a career/hobby as a floral designer. Excellent opportunity for a creative, professional & positive team player who's willing to learn all facets of a floral design business. Responsibilities: assist in receiving & preparing flowers, creating floral arrangements, delivery/setup for weddings/events & office operational duties. Qualifications: willing to learn & work well w/others, projects a positive professional image when representing the company, exceptional customer service, verbal/written communication skills & positive attitude. Willing to work fast, get dirty, clean-up, take initiative & possesses time mgmt skills, often including multi-tasking & must have a clean driving license record & recent references. To apply: call or e-mail resume. \*Must be currently enrolled in a CWEE course.

## Education

**23059 COOKING & GARDENING W/KID**

Company Name: Olivewood Gardens and Learning Center

National City

91950-

10/hrs. Flexible. Our Mission is to connect/motivate students & families from diverse backgrounds through organic gardening, environmental stewardship & nutrition edu, empowering them to be healthy active citizens. Our Vision is to reconnect students & families to the natural environment through food, edu & community engagement. We are seeking energetic individuals with a keen interest in working w/students; fastidious attention to detail; & a vibrant appreciation for the life lessons learned around the table/garden. Internships involve both daily responsibilities & short-term projs. Interns must commit to work 1dy/wk helping w/the field trips & 1dy working on short-term projs. Short-term projs are determined based on the intern's area of study. Must attend some wknd/evening events & help w/day-to-day tasks on an as-needed basis. Apply online, a resume is reqd. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**18564 MENTOR PROGRAM**

Company Name: Operation Samahan, Inc.

National City

91950-

FLEX HRS. NON PROFIT ORGANIZATION SEEKS PSYCHOLOGY OR SOCIAL SCIENCE MAJORS FOR TEEN MENTORING INTERNSHIPS IN INCREASING AWARENESS ABOUT FAMILY PLANNING, REPRODUCTIVE HEALTH AND ACCESSING CLINICAL SERVICES. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL FOR AN APPOINTMENT OR APPLY IN PERSON.

**24150 PROGRAM COORDINATION INT**

Company Name: Olivewood Gardens and Learning Center

National City

91950-

HRS/DAYS: Will work approximately 6-8 hours a week for the duration of the Spring 2014 semester. Interns are asked to commit to one full day of field trips Mon.-WEDNESDAY 8:30am-2pm. Occasional weekend events. JOB DUTIES: Support field trip program; including set-up and clean-up, greeting students & reviewing rules, dividing students into groups & coordinating rotations, checking-in with volunteers & staff, & problem solving if issues arise. Communicate with teachers to manage day-of concerns, representatives, nutrition educators & non-profit organizations. REQ SKILLS: Seeking energetic individuals with a keen interest in working with students. Position is open to all majors. HOW TO APPLY: Email resume.

**24148 ELEMENTARY EDUCATION INT**

Company Name: Olivewood Gardens and Learning Center

National City

91950-

Will work approximately 6-8 hours a week for the duration of the Spring 2014 semester. Interns are asked to commit to one full day of field trips Mon.-WEDNESDAY 8:30am-2pm. Occasional weekend events. Work with Director to implement environmental science curriculum for our National School District field trip programs as well as assist with curriculum assessment & development. Daily responsibilities & long-term assignments. Lead interactive science lessons; including adhering to lesson objectives, incorporating garden features, monitoring student behavior & working within specific time constraints. Assist with or manage on-going projects. Seeking energetic individuals with a keen interest in working with students; fastidious attention to detail; and a vibrant appreciation for life lessons learned in the garden.

**18438 TUTOR/MENTOR**

Company Name: La Mesa/Spring Valley School District

La Mesa

91941-

HRS/DAYS: 4 to 12 hrs a week. JOB DUTIES: tutor/mentor La Presa Middle School Children in various areas. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. REQ SKILLS: for education or psychology majors HOW TO APPLY: Call for appointment (leave name, phone and time to be reached in answering machine).

## Electronics

## Job ID

### 24422 PHOTO INTERN

Company Name: Designer Studio

San Ysidro

92173-

We are a fashion online retail store located in San Ysidro, California. We are a young, yet fast growing online store. We offer our customers a wide variety of well known brands like: UGG Australia, Lacoste, Toms, Creative Recreation, Steve Madden, Hudson, 7 For All Mankind, Affliction, Hugo Boss and others. Our e-commerce dept is currently searching for a local photo intern at our San Diego store in San Ysidro for the Spring/Summer 2014 academic year. The photography intern would learn and help with image editing, organizing modeling shoots, shooting products and assisting at fashion shoots and set up, along with social media in relation to photography. Your intern supervisor would be our photographer on staff, whom you would report to, work with and learn from during your 12 hour a week work time. What we need from applicants: 1) A printed portfolio or website link to your work. 2) A resume. PLEASE NO PHONE CALLS. WE WILL CALL YOU IF WE ARE INTERESTED FOR AN IN-PERSON INTERVIEW AND TEST. Required Skills: Must be attending a college/university/higher education institution (Freshman-Seniors). Must either know some Photoshop or be proficient in editing images on photo editing software. Must of taken at least one course in digital photography, fashion, or image editing (does not matter what photo genre you are learning, example: photojournalism, product, portraiture, fashion\*). [\*preferred]. Must be flexible, easy to work with, and able to take on any additional tasks given at any moments notice.

### 22855 ELECTRONICS

Company Name: SWC

Chula Vista

91910-

SCHED. TO BE ARRANGED. PROVIDE TECHNICAL SUPPORT TO SOUTHWESTERN COLLEGE FACULTY. DUTIES AS ASSIGNED. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Engineering

### 19177 ENGINEERING

Company Name: NBC 7/39

San Diego

92101-

Interns will be responsible for helping the engineer manager with administrative work such as: data entry of budget information, P. card transactions, filing, and E-buy processes. In addition, will help with operations in the production of our station news shows. Must be functional in MS Excel, Word, and Powerpoint. Interns will learn about general processes surrounding the engineering and operations departments. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*

## Finance

### 18473 FINANCE

Company Name: Primerica McClinton & Associates

San Diego

92123-

Variable hours available. Must have good sales experience and ability to work with individuals regarding financial matters. Growth potential possible on number or clientele developed. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See Employment Specialist for further information and class availability.

### 22839 BUSINESS, FINANCE, OR MARK

Company Name: Purity Apothecary

San Diego

10hrs/wk. Tues - Sun. Mainly between 2:00-8:00 PM. Some mornings, but we'll work around school schedules. Experience: Sales/customer service experience preferred. Type 40 wpm, Microsoft Office, Quick books is a plus. Duties: Assisting in setting-up and breaking down business equipment at Farmers' Markets, running errands, managing phone/email/social media correspondence, and assisting in daily business operations. We need a motivated individual, hard-working, positive attitude, ready to learn about the inner workings of a local small business. Must own a vehicle and cell phone for travel and communication. Apply online. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

## Job ID

### 20840 ENTREPRENUERIAL TRAINING

Company Name: Primerica Financial Services

National City

91945-

12 hrs/wk. Looking for talented people with an entrepreneurial spirit, basic knowledge of finances, such as IRAs, investing, dollar cost averaging, etc. duties: this exciting internship will give you a glimpse into the global financial investment world, learn about asset allocation, diversification, and the S&P 500 Index. Add\_info: At the least you will walk away with a world class education on investing and becoming financial independent; at the most you will have opened the door to a wonderful business opportunity for today's entrepreneurs. Call. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18981 FINANCIAL REPRESENTATIVE I

Company Name: Northwestern Mutual Financial Network

San Diego

92101-

Internship position with Northwestern Mutual Financial Network have the same opportunity to build their careers as full-time Financial Representatives. Supported by our network of specialists, training, programs and mentoring opportunities, interns have access to the resources, products and assistance they need to help their clients and build their practices. You must be a full-time student at a four year institution. You must have strong interpersonal skills, be self-motivated and have a history of personal success. Email your resume. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19176 FINANCE

Company Name: NBC 7/39

San Diego

92101-

Interns should have an Accounting or Finance major/background. The individual must be familiar with MS Excel and have the ability to learn computer programs quickly. Will help with processing AP, cost/revenue analyses, and other ad hoc projects. Interns will be exposed to various finance programs and gain a holistic view of the accounting and finance department. 15 hrs/wk. Flexible hours. See webpage for internship application documents. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. \*\*Must be SWC Student\*\*

### 19239 FINANCIAL REP

Company Name: Successful Solutions

La Mesa

91942-

PARTIME. KNOWLEDGE OF MS OFFICE IS REQUIRED. FLEXIBLE WORK HOURS. JOB DUTIES: DEPENDING ON THE STRENGTHS OF INTERN CAPABILITY. SKILLS REQUIRED: STRONG WORK ETHIC, POSITION ATTITUDE, & PREPARED TO WORK IN A PROFESSIONAL WORK ENVIRONMENT. CALL FOR APPOINTMENT. RESUME REQUIRED. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Graphic Arts

### 24019 ART INTERN

Company Name: Baja Traveler Magazine

Chula Vista

91914-

PART TIME. TEMPORARY; SEMESTER WORK. FLEXIBLE-DEPENDING ON SCHOOL SCHEDULE. JOB DUTIES: DESIGN, ASSIST IN DAY-TO-DAY ACTIVITIES. TRAVEL OPPORTUNITY. REQ SKILLS: PHOTOSHOP, ILLUSTRATOR, AND IN-DESIGN. HOW TO APPLY: PLEASE EMAIL YOUR RESUME. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

### 18596 GRAPHIC ARTIST

Company Name: San Diego Model Management

San Diego

92108-

12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS GRAPHIC ART MAJORS TO INTERN IN SCANNING AND IMAGE ENHANCEMENT USING PHOTOSHOP. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

### 23038 GRAPHIC DESIGN

Company Name: Chic CEO

La Jolla

92038-

Work dys/hrs: Negotiable. Experience: Adobe Creative Suite. Duties: We are seeking an intern to help w/general graphic design tasks as well as the redesign of our media kit but to also work on a very specific project that will entail research, creative exploration, digital media & customer investigation. We are an online media company that focuses on female entrepreneurs. How to apply: Email your resume and why you would like to work w/us in order to be considered. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

### 18518 GRAPHICS DESIGNER/TYPESE

Company Name: Copy Post Printing

National City

91950-

15 HR WK. LOCAL PRINTING COMPANY SEEK STUDENT WITH GRAPHIC ARTS KNOWLEDGE TO ASSIST WITH BUSINESS OPERATIONS. WILL TRAIN ON TYPESETTING. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 20828 CREATIVE ASSISTANT

Company Name: Electric Design Company

National City

91950-

12 HRS WK. SEEKING PERSON WITH BASIC COMPUTER SKILLS AND A WILLINGNESS TO LEARN AND PARTICIPATE WITH CREATIVE IDEAS FOR THE COMPANY. DUTIES: MAKING/DOCUMENTS RESEARCH/OFFICE WORK/COMING UP WITH CREATIVE IDEAS. MUST HAVE OWN LAPTOP. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL OR EMAIL.

### 24250 GRAPHIC DESIGNER

Company Name: Young Productions

Chula Vista

91911-

HRS/DAYS: Monday-Sunday 5-20hrs varies JOB DUTIES: Will create promotional for print & web including but no limited to flyers, labels, album covers, website elements, Ads ect. Fulfill marketing campaigns & goals. REQ SKILLS: Must be proficient in Adobe Photoshop/ Illustrator. Must submit work in a timely manner & communicate effectively. HOW TO APPLY: EMAIL RESUME Include availability.

## Health

### 20473 FRONT OFFICE ASSISTANT

Company Name: Volunteers in Medicine-San Diego

El Cajon

92019-

HRS/DAYS: 10-20 HOURS A WEEK, MONDAY-SATURDAY, FLEXIBLE WORK SCHEDULE. JOB DUTIES: PRIMARY-CARE MEDICAL CLINIC LOOKING FOR A CANDIDATE WHO WILL BE WILLING TO SCREEN PATIENTS FOR ELIGIBILITY OF SERVICES (IN PERSON AND OVER THE PHONE), SCHEDULE APPOINTMENTS, PREPARE MEDICAL RECORDS, AND FAX MEDICAL RECORDS AND REQUESTS. REQ SKILLS: CANDIDATE MUST HAVE TIME-MANAGEMENT SKILLS, ABLE TO MULTI-TASK, COMPUTER SKILLS (MICROSOFT OFFICE). AND RELIABLE TRANSPORTATION. HOW TO APPLY: CONTACT DAVID WOOD TO SCHEDULE AN INTERVIEW AT (619) 440-4591. REMEMBER, YOU WILL BE REQUIRED TO FILL OUT AN EMPLOYMENT APPLICATION! \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 25139 DENTAL ASSISTANT

Company Name: The Great Dental Group

Chula Vista

91910-

Job is open to: Currently enrolled CWEE students. Duties: Work in Dental Office environment will train as dental assistant or hygienist. Required Skills: to be enrolled in the same area. How to Apply: Call for Appointment, email and/or fax resume.

## Hospitality

## Job ID

### 21665 TRAVEL INTERN

Company Name: TEN BEST TRAVEL

La Jolla

92037-

PART TIME, FLEXIBLE HOURS. ASSIST TRAVEL AGENCY WITH TELEPHONE, COMPUTER AND MARKETING. MUST HAVE GOOD PEOPLE AND COMPUTER SKILLS. CALL FOR MORE INFORMATION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 24144 GALA INTERNSHIP

Company Name: Olivewood Gardens and Learning Center

National City

91950-

HRS/DAYS: 5-8 hours per week 3 hours on site. JOB DUTIES: Work with event coordinator to support the organization of an annual fundraiser gala. The intern will assist with the preparation for & implementation of the event; including invitations, event design, event logistics, ticket sales, coordinating activities, day-of logistics and follow-up. REQ SKILLS: Support invitations and registration; including assisting with invite list creation, organizing & tracking incoming RSVPs, following-up with guest & organizing guest check-in. Attend planning meeting & take notes. Work with media outlets to promote the event. Contact partnering chefs, sponsors & vendors. Follow event checklist & document accomplishments & outstanding tasks. Help implement event' including week before logistics & materials creation, day before & day-of set up & supervising an aspect event & communicating with other volunteers, staff & vendors. Wrap-up procedures, clean-up, documentations & thank you notes. HOW TO APPLY: Email Resume

### 24147 SPECIAL EVENT CORDINATOR

Company Name: Olivewood Gardens and Learning Center

National City

91950-

Gain first Hand experience with the development & management of social events. Improving communication & promotion skills. 5-8 hours per week 3 hours on site. JOB DUTIES: Work with event coordinator to support the organization. The intern will assist with the preparation for & implementation of the event; including invitations, event design, event logistics, ticket sales, coordinating activities, day-of logistics and follow-up. REQ SKILLS: Support invitations and registration; including assisting with invite list creation, organizing & tracking incoming RSVPs, following-up with guest & organizing guest check-in. Attend planning meeting & take notes. Work with media outlets to promote the event. Contact partnering chefs, sponsors & vendors. Follow event checklist & document accomplishments & outstanding tasks. Help implement event' including week before logistics & materials creation, day before & day-of set up & supervising an aspect event & communicating with other volunteers, staff & vendors. Wrap-up procedures, clean-up, documentations. HOW TO APPLY: Email Resume

## Labor

### 24050 MANUFACTURING/ASSEMBLY

Company Name: Wicked Coursing

Lemon Grove

91945-

P/T, 15+ hrs/wk. Small machine manufacturing & assembly in Lemon Grove. This is a trainee position but mechanical/electrical skills & exp are reqd. Seeking enthusiastic individual w/excellent work ethic/skills to join our team. Job Duties: Assembly/fabrication of various machines, products & their components; make wiring harnesses using standard wiring diagrams; inventory control & shipping duties; soldering; must be able to meet reasonable production goals; have a solid knowledge of proper use of power/hand tools; be able to troubleshoot basic mechanical/electrical problems. Other Specific Skills Reqd: Exp using drills, drill presses, small manual lathes, metal brake, crimping and cutting tools is highly desirable. 2yrs automotive mechanical/electrical exp very helpful in this position. Must be able to use a PC. Good mathematics skills & the ability to maintain inventory & stock levels. To apply - Contact Ms. Pat Bennett, CEO, by email only w/your resume & a cover letter in Word or PDF format. No phone calls please. After phone and in-person interviews prospective candidates may be asked to complete a working interview onsite including hands-on skills level assessment: Candidates may be asked to read wiring diagrams, build wiring harnesses, assemble small parts, use tools, etc. Veterans and disabled persons are encouraged to apply. \*MUST BE ENROLLED IN A CWEE COURSE.

## Landscape



## Job ID

### 18498 HORTICULTURE

Company Name: City of Chula Vista

Chula Vista

91910-

SCHED. TO BE ARRANGED. DUTIES: COLLECT DATA ON VARIES SPECIES OF TREES LOCATED IN CHULA VISTA STREETS, PARKS, OPEN SPACES AND OTHER CITY PROPERTY. (WILL TRAIN) UNDER DIRECT SUPERVISION, TRAVEL TO VARIOUS LOCATIONS WITHIN THE CITY. MUST BE CURRENTLY ENROLLED IN A DEGREE PROGRAM WITH AT LEAST 60 UNITS OR GRADUATED WITHIN 6 MONTHS PRIOR TO EMPLOYMENT. AT LEAST 6 UNITS OR 2 CLASSES IN TREE IDENTIFICATION A MUST. VALID CA DRIVERS LICENSE. APPLY IN PERSON. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 24423 GARDENER ASSISTANT

Company Name: Japanese Friendship Garden Society of SD

San Diego

92101-

5 hours per week. Tuesday, Wednesday, Thursday, Friday and Saturday. Best if schedule shifts Tuesday-Thursday mornings, and occasional Saturday mornings. Sunday opportunities are once/month only. Duties: Gardener Assistants are supervised by JFG gardeners. They will assist the gardeners to clean up the Garden, water the plants, or various duties under the gardeners' supervision. Required Skills: Gardening knowledge is required. Reliable and punctual. Ability to work independently. Maintenance or other operational skills useful. To apply: e-mail resume.

## Legal

### 25141 PARALEGAL INTERN

Company Name: Cross Law Corporation

San Diego

92101-

Job is open to: Currently Enrolled CWEE Students Only. Duties: Seeking paralegal intern to assist with active cases. Possible duties include preparing pleadings and discovery, creating and maintaining files, scanning documents. How to Apply: Email Resume

### 18537 CLERK/RESEARCH

Company Name: Law Offices of Eugene Ellis

San Diego

92104-

PART TIME/SCHED. TO BE DETERMINED. DUTIES INCLUDE RESEARCH AND PREPARE FILES TALK TO CLIENTS IN SOME CASES OR NOT. RESEARCH. PARALEGAL SKILLS DESIRED. PAY ATTENTION TO DETAIL. WILL TRAIN THE RIGHT PERSON WHO SHOWS INTEREST IN LEARNING. . FAX RESUME/CALL FOR APPT. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 20035 INTERN/LEGAL

Company Name: Law Office of Paul W. Bates, PC

San Diego

92102-

FLEX HRS. WOULD YOU LIKE TO LEARN THE INNER-WORKINGS OF A LAW OFFICE? WE ARE SEEKING A BRIGHT BI-LINGUAL STUDENT WITH GOOD COMMUNICATION SKILLS WHO WE CAN TRAIN TO USE OUR COMPUTER PROGRAMS AND ASSIST WITH CLIENT INTERACTION. MUST BE FLUENT IN WRITING/READING/SPEAKING BOTH SPANISH/ENGLISH (90%). CALL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 22966 FILE CLERK INTERNSHIP

Company Name: Strickland & Amezola

San Diego

92116-

20hrs/wk. M-F 9-5pm. Law Firm in need of a filing clerk to file documents, scan & help answer phones. No exper required. Spanish speaking skills would be helpful. Candidate must be well-organized, have experience w/Word, Excel & knowledge of archiving procedures. A successful candidate must be: A quick learner who does not question office procedure. Eager to work in an office environment & perform tasks in an efficient manner. A team player w/excellent customer service skills. Able to handle the physical requirements of this position such as walking, bending, stooping & lifting multiple files. Must be able to lift up to 20lbs. DUTIES: This position will be responsible for: Filing legal documents in client files. Pulling files required by attorneys. Processing incoming and outgoing mail. Sending packages. Light reception duties as needed. HOW TO APPLY: Email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

## Job ID

### 18587 OFFICE ASSISTANT

Company Name: San Diego Volunteer Lawyer Program

San Diego

92101-

6-12 HR/WK PROVIDES ADMINISTRATIVE AND PROGRAM SUPPORT FOR THE SENIOR STAFF ATTORNEY; GENERATE LEGAL FORMS AND DOCUMENTS, SCREEN APPLICANTS, FILE, COORDINATE SCHEDULES; AND OTHER ADMIN DUTIES. BILINGUAL SPAN/ENG. , COMPETENT COMPUTER DATA ENTRY SKILLS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18592 BILINGUAL LEGAL OFFICE INT

Company Name: Golchin and Associates

San Diego

92101-

MIN. 12 HR/WK, FOR MON. WED. AND FRIDAYS!!!! LOCAL LEGAL ESTATE PLANNING FIRM SEEKS INTERN FOR GENERAL ADMINISTRATIVE AND CLERICAL DUTIES; ASSIST W/DOCUMENT PREPARATION, FILING, AND ANSWERING PHONES. MUST BE BILINGUAL SPAN/ENG AND HAVE KNOWLEDGE OF WORD PERFECT AND EXCEL. SEE PLACEMENT SPECIALIST FOR DETAILS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18469 VOLUNTEER

Company Name: Law Office of Teresa Burris

Chula Vista

91910-

LOCAL LEGAL OFFICE SEEKS STUDENTS WHO ARE MAJORING IN PARA LEGAL STUDIES OR LEGAL OFFICE ASST. PROGRAM. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Marketing

### 22464 SOCIAL MEDIA APPRENTICE

Company Name: Tribal Truth

Encinitas

92023-

20-40 hrs per/month. 5hrs per/wk (Hrs vary & are flexible). Tribal Truth is a tribe of female leaders who want to make a difference in the world. They have the vision of helping women to see their greatness & together make their dreams come true. Students w/internship requirements are encouraged to apply as Apprenticeships hrs almost always are eligible for school credit. Social Enterprise Success coaches college students & graduates (Apprentices) in applying knowledge & skills. Experience: Strong time management & organizational skills, oral, written, listening & electronic communication skills. Interpersonal/organizational skills, team-oriented, integrity, sound judgment & decision-making skills. Knowledge in marketing concepts, writing/marketing plan. Ability to work on more than 1 project at a time. Exp. in marketing or writing preferred. Computer skills including word processing, spreadsheets, Internet & email.. HOW TO APPLY: Email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

### 18552 INTERN/OFFICE

Company Name: National City Chamber of Commerce

National City

91950-

FLEX 12 HR WK. CONDUCT PHONE SURVEYS OF CHAMBER MEMBERS. Assist with Marketing Developmenty. PROMOTE CHAMBER MEMBERSHIP TO BUSINESS. KNOWLEDGE OF MARKETING AND SURVEY TECHNIQUES. GOOD TELEPHONE AND VERBAL SKILLS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18593 SPECIAL EVENTS ASSISTANT

Company Name: City of Chula Vista

Chula Vista

91910-

Volunteer 4-6 hours per week assisting the Special Events Coordinator for the City of Chula Vista. Volunteer must have good organizational and people skills. Strong customer service for both phones and in person. Experience with organizing events is desired but not required. Good experience for students with communications or marketing majors.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

### 24252 MARKETING

Company Name: Young Productions

Chula Vista

91911-

HRS/DAYS: 5-20hrs Monday-Sunday Schedule varies. JOB DUTIES: Assign various duties with the main focus being to create marketing campaigns to generate & increase sales. Looking for a candidate that is goal oriented, deadline driven & passionate about marketing. Could lead to a commission based position. REQ SKILLS: Must be proficient in Microsoft Word, Excel. Social Media; Twitter, Facebook, Instagram, ect. HOW TO APPLY: EMAIL RESUME

### 22369 SOCIAL MEDIA, MARKETING IN

Company Name: Crossborder Group Inc.

Chula Vista

91910-

15-20hrs, 3-4 dys/wk. DUTIES: Assist w/development, implementation of new marketing materials, campaigns, market research projects, creation & maintenance of Wordpress-based websites. Support client projects related to public relations & media outreach Perform daily office tasks & duties as requested. SKILLS: Strong English-language skills/excellent writing abilities; Spanish speaking not required, but preferred. Own transportation & exp. w/social media tools, MS Office, Skype, Internet, etc. Prefer candidates' w/strong interest in the border region, international trade & personal exp. in Mexico; as well as entrepreneurial & professional attitude. HOW TO APPLY: Email-cover letter & resume. Follow up email or calls will be made. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE

### 21670 MARKETING/MEDIA INTERN

Company Name: Coaching Corps

San Diego

FLEIXBLE HOURS, 5-6 HOURS PER WEEK. SERVE AS A MARKETING/MEDIA INTERN FOR A YOUTH SPORTS PROGRAM HELPING TO CREATE A MARKETING PLAN TO SELL THE COACHING CORPS PROGRAM ON CAMPUS. THIS WILL ENTAIL MODIFYING AND POSTING FLYERS, CAPTURING PHOTOS AND VIDEOS OF SPORTS EVENTS/PRACTICES TO PROMOTE AND UTILIZING SOCIAL MEDIA, BLOGS AND PODCASTS. MUST HAVE COMMITMENT TO UNDERSERVED YOUTH, EXPERIENCE WITH A CAMERA, FILM EDITING A PLUS, EXCELLENT COMMUNICATION SKILLS, BE ORGANIZED AND HAVE OWN VEHICLE TRANSPORTATION. APPLY BY CONTACTING JOE HONG AT JOEH@TEAMUPFORYOUTH.ORG. PROCESS TAKES 2-3 WEEKS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 21668 E-MARKETING

Company Name: DREAMS BY PATRICIO ESQUIVEL

San Diego

92101-

WORK HOURS ARE FLEXIBLE, PART-TIME AND BETWEEN MONDAY-FRIDAY. JOB DUTIES INCLUDE OPTIMIZING CLIENT WEB PAGE CODE AND CONTENT AND MARKETING THE WEBSITE. REQUIRED TO REACH AND EDUCATE POTENTIAL CLIENTS USING SOCIAL MEDIA,, PUBLIC RELATIONS AND ONLINE ADVERTISING. SKILLS KNOWLEDGE OF SEARCH ENGINE OPTIMIZATION (SEO), HTML CODE, KEYWORD RESEARCH AND WEB CONTENT CREATION. GOOD WRITTEN COMMUNICATION AND UNDERSTANDS HOW TO CONDUCT ONLINE ADVERTISING CAMPAIGNS. CONTACT COMPANY FOR MORE INFORMATION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 21662 SOCIAL MEDIA INTERN

Company Name: TWEETMEWORLD.COM

San Diego

FLEXIBLE HOURS, 15 HOURS PER WEEK. THIS SOCIAL MEDIA INTERNSHIP IS WITH AN ONLINE ENTREPRENEURIAL BUSINESS AND WILL HELP ESTABLISH YOU AS AN EXPERT IN SOCIAL MEDIA BY BUILDING, MAINTAINING AND PROMOTING YOUR OWN PROFILES AS YOU ASSIST WITH THE COMPANY AND INCLUDES TWITTER, FACEBOOK YOUTUBE, LINKEDLN AND OTHER SOCIAL NETWORKING SITES. NEED A GO-GETTER WITH ENTREPRENEURIAL SPIRIT WHO IS RELIABLE. TO APPLY SEND RESUME TO LEWIS@TWEETMEWORLD.COM. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**24208 MARKETING INTER**

Company Name: Precision Repair Network

San Diego

92111-

ONLY SOUTHWESTERN COLLEGE STUDENTS HRS/DAYS: MODAY-FRIDAY JOB DUTIES: We are seeking eager & ready-to-learn interns to join our growing marketing team. Interns should be comfortable in a small business environment & working w/ a close knit team. We are seeking interns that are ready to join our company & grasp a better understanding of marketing policies, how to use advertising as a way to meet large company goals, as well as learn various marketing strategies & their outcomes. REQ SKILLS: Seeking undergraduate students who are majoring in Marketing, Communications, Public Relations, Sales & Retail Management, Entrepreneurial studies or other related field. Interns should understand office professionalism, possess basic knowledge of social media sites as well as computer programs such as Microsoft Office. HOW TO APPLY: EMAIL OR FAX RESUME

**22463 MARKETING APPRENTICE**

Company Name: Tribal Truth

Encinitas

92023-

20-40 hrs per/month. 5hrs per/wk (Hrs vary & are flexible). Tribal Truth is a tribe of female leaders who want to make a difference in the world. They have the vision of helping women to see their greatness & together make their dreams come true. Students w/internship requirements are encouraged to apply as Apprenticeships hrs almost always are eligible for school credit. Social Enterprise Success coaches college students & graduates (Apprentices) in applying knowledge & skills. Experience: judgment & decision-making skills. Knowledge in marketing concepts, writing & marketing plan. Ability to work on more than 1 project at a time. Exp. in marketing or writing preferred. Computer skills including word processing, spreadsheets, Internet & email. HOW TO APPLY: Email your resume. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**19240 COMMUNICATIONS**

Company Name: Burn Institute

San Diego

92123-

PARTIME POSITION. NO EXPERIENCE REQUIRED. MON-FRI. FLEXIBLE HOURS. JOB DUTIES: MEDIA RELATIONS, WRITING, EDITING, RESEARCH, AND BASIC PUBLIC RELATIONS. DATA INPUT , PRESS PACKETS, MEDIA MAILINGS. SKILLS REQUIRED: STRONG WRITING AND EDITING ABILITIES COMPUTER FRIENDLYMS OFFICE: WORD EXCEL OUTLOOK). CALL FOR APPOINTMENT. RESUME REQUIRED. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**19719 MARKETING**

Company Name: San Diego FC Soccer

San Diego

92106-

SOCCER IS BACK IN SAN DIEGO!-- SAN DIEGO BOCA FC--- NEW LOCAL PROFESSIONAL, AMATEUR AND YOUTH SOCCER ORGANIZATION SEEKING MOTIVAED STUDENTS INTERESTED IN INTERNSHIP PROGRAM WITH SAN DIEGO BOCA FC SOCCER. PLEASE CONTACT US VIA EMAIL OR CALL FOR FURTHER INFORMATION. PLEASE VISIT OUR WEBSITE TO LEARN MORE. CALL FOR APPOINTMENT. RESUME REQUIRED. PART-TIME POSITION.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**24339 BUSINESS DEVL P/MARKETING**

Company Name: Bomuca International Corporation

San Diego

92154-

The successful candidate will help the sales and marketing team identify and drive new business opportunities for the company (research, forecasts, online setups with new vendors) including attendance to marketing events in the San Diego area. End to end support in account management from receiving new orders, working with vendors and all parties involved to ensure timely delivery and customer satisfaction. Required Skills: Excellent communication skills both written and verbal. Bilingual: English/Spanish. Proficient in MS Office; particularly with Excel Ability to quickly understand online vendor setups & formats Online savvy. To apply: email resume. \* MUST BE CURRENTLY ENROLLED IN A CWEE COURSE

## Job ID

- 18569 MARKET RESEARCHER** Company Name: San Diego Model Management San Diego 92108-  
12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS MARKETING/COMMUNICATIONS MAJORS TO INTERN IN CONDUCTING WORLWIDE MARKET RESEARCH FOR IMAGE ANALYSIS AND TRENDS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.
- 20964 MARKETING/SALES INTERN** Company Name: Escrit Lit 91932-  
Flex Hours. Experience: Enough education in marketing/sales, computer searching, business contact to research and prepare a report. Duties: Prepare a report detailing approaches to wholesaling a specialty book to a retail industry: chains, jobbers, trade-shows, distributors--how these kind of stores get their merchandise, and how to plug into the pipeline. This would probably involve initial contact with local retailers, inquiries as to distribution systems, online searches, and perhaps phone contacts with promising jobbers. We have no particular format for these reports, but will explain what we want. We assume faculty and past study would indicate ways to present the information. Contact is online, but an in-person meeting could be arranged. Add\_info: We are a new publishing company. We need three reports done on three separate industries, an intern could do one or all three, depending on what works with his or her faculty/credit position. This is not a "cloud-based", "virtual" task, not requiring cubicle time or travel--work from your own computer and/or phone. We are very supportive of intern's aspirations. List us as employer, with recs on LinkedIn, full credit and support letters given, etc. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 23776 INTERNET MARKETING** Company Name: South Coast Dental National City 91950-  
EXPERIENCE: PATIENT MARKETING, INTERNET MARKETING, WEBSITES ETC. DUTIES: PATIENT MARKETING, REACHING OUT TO POTENTIAL PATIENTS. TO APPLY: EMAIL YOUR RESUME. \* MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.
- 19179 SALES/ MARKETING** Company Name: NBC 7/39 San Diego 92101-  
Interns will accompany the staff on ascertainment appointments, assist in the creation of sales presentation materials, and construct research for a potential client. Will learn how to document commercial schedule postings for advertisers and monitor website advertising activity. In addition, interns may be called on to assist in trafficking, which will include contract filing, assisting in the preparation of on-air long, and learning the functionality of when and how commercials air. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*
- 19241 SPECIAL EVENTS INTERN** Company Name: Burn Institute San Diego 92123-  
PARTIME POSITION. NO EXPERIENCE REQUIRED. JOB DUTIES: CREATION AND MAILING OF SPONSOR/ AUCTION PACKETS TO INCLUDE DATA ENTRY INTO AUCTION PAY SYSTEM, EVENT FOLLOW-UP EVENT MANAGEMENT. SKILLS REQUIRED: COMPUTER FRIENDLY: WORD, EXCEL, OUTLOOK. MUST BE ORGANIZED, WORK ON MULTIPLE PROJECTS. CALL FOR APPOINTMENT. RESUME REQUIRED. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.
- 18521 INTERN** Company Name: South County Economic Development Council Chula Vista 91911-  
FLEX 12 HR/WK. LOCAL ECONOMIC DEVELOPMENT COUNCIL SEEKS INTERNS FOR VARIOUS POSITIONS IN THE AREA OF WRITING ARTICLES, PRODUCING PUBLICATIONS, ECONOMIC DEVELOPMENT, EVENT PLANNING, AND MARKETING. TRAINING PROVIDED. CALL FOR APPOINTMENT. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**23225 VOLUNTEERS**

Company Name: Family Resource Center

National City 91950-

Flexible hrs. Wkdys & Wknds/mornings & afternoons. No experience reqd. DO YOU WANT TO DEVELOP SKILLS IN MARKETING & SALES? Seeking Bilingual (Span-Eng) Volunteers! Get Marketing & Sales experience! Help recruit for participants for a free training prgm to learn how to set up their own business! Duties: Share ideas on how to reach our target audience. Build relationships w/community agencies, schools & organizations. Talk w/and recruit potential prgm participants on benefits of this prgm. Recruit in the community at fairs, storefronts & special events. Deliver brief presentations at agencies & schools. What skills you will gain: Marketing & Sales Experience, Strengthen your Communication Skills, Build connections w/community agencies schools & organizations. Experience working w/people in the community. Apply in person.\*MUST BE CURRENTLY ENROLLED IN CWEE COURSE.

**20555 MARKETING/PROMOTIONS**

Company Name: Kaliente Music, LLC

Chula Vista 91910-

Flex hrs/days.. Experience: Bilingual, Loves Music, Hard Worker and Self Motivated. Duties: Answer Phones, Set Appointments, Booking Contracts, Marketing and more. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**20584 MARKETING ASSISTANT**

Company Name: Allstate Insurance Company

Chula Vista 91910-

HRS/DAYS: 24 HOURS PER WEEK, MONDAY - FRIDAY, MORNING, AFTERNOON AND EVENINGS AVAILABLE. FLEXIBLE P/T POSITION. JOB DUTIES: COMPANY IS LOOKING FOR CANDIDATES TO MARKET THEIR PRODUCTS TO EXISTING CUSTOMERS, SET UP APPOINTMENTS FOR FINANCIAL PROFESSIONALS AND SOME ADMINISTRATIVE DUTIES (FAXING, COPYING AND SCANNING) NEEDED. REQ SKILLS: MUST HAVE GOOD TELEPHONE/COMMUNICATION SKILLS. BILINGUAL (ENGLISH/SPANISH) REQUIRED. SALES BACKGROUND AND/OR APTITUDE PREFERRED BUT NOT REQUIRED. TRAINING WILL BE PROVIDED. OUTGOING PERSONALITY A MUST. HOW TO APPLY: PLEASE CONTACT EMPLOYER TO SCHEDULE AN INTERVIEW. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**20622 MARKETING MEDIA PR**

Company Name: CV Lions Club (Orange Crate Derby)

Chula Vista 91910-

HRS/DAYS: FLEXIBLE HOURS JOB DUTIES: PROMOTE THE ORANGE CRATE DERBY. SET UP FOR TELEVISION/RADIO ADVERTISING AND BANNERS TO BUILD A CAR CLINIC AND RACE. REQ SKILLS: MUST HAVE CUSTOMER SERVICE AND COMPUTER SKILLS, AND TELEPHONE ETIQUETTE. HOW TO APPLY: PLEASE CALL TO SCHEDULE AN INTERVIEW. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**25014 TELEMARKETING**

Company Name: Farmers Insurance

Chula Vista 91914-

Contact businesses and private individuals by telephone in order to secure appointments for the Agent. Obtain basic prospect information such as name, address, current insurance information. Schedule appointments for Agent to meet with prospective customer. Adjust sales scripts to better target the needs and interests of specific individuals. Perform other duties assigned. Required Skills: Communication: good verbal and written communication skills. Teamwork: works well with other. Business results: ability to meet individual performance metrics and goals Able to generate good results High school graduate Basic PC and math skills Bilingual. To apply email resume.

**19720 PR/ CORPORATE**

Company Name: San Diego FC Soccer

San Diego 92106-

SOCCER IS BACK IN SAN DIEGO!-- SAN DIEGO BOCA FC--- NEW LOCAL PROFESSIONAL, AMATEUR AND YOUTH SOCCER ORGANIZATION SEEKING MOTIVAED STUDENTS INTERESTED IN INTERNSHIP PROGRAM WITH SAN DIEGO BOCA FC SOCCER. PLEASE CONTACT US VIA EMAIL OR CALL FOR FURTHER INFORMATION. PLEASE VISIT OUR WEBSITE TO LEARN MORE. CALL FOR APPOINTMENT. RESUME REQUIRED. PART-TIME POSITION.\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

## Job ID

### 23585 MARKETING & PR INTERNSHIP

Company Name: Natural Look

La Jolla

92037-

P/T. Flex hrs. Must be currently enrolled in College Must have excellent writing/communication skills Familiarity with social media Must be able to handle multiple assignments Attention to detail High level of energy, professional demeanor, passion for the job, highly productive Highly proficient in Microsoft Word, Excel, Power Point. Knowledge of Photoshop and/or InDesign preferred but not required Marketing major previous internship experience preferred but not required. Responsibility to assist in: Manage all social media channels Assist the Brand Manager with Marketing/PR projects Administrative work including: filing, database management, general office support, etc Other duties as assigned. This internship is with stipend and is a great opportunity to build your portfolio. This internship could lead to a position with the company if there is availability. Please send cover letter and resume. \*MUST BE CURRENTLY ENROLLED IN CWEE COURSE.

### Misc

### 18598 INTERN/ENVIRONMENTAL PLA

Company Name: City of Chula Vista

Chula Vista

91910-

12-18 HR/WK, MAY SET OWN WORK HRS. BTWN. 8A - 5 PM. WORK W/ENVIRONMENTAL PROJECTS MGR AND THE ENVIRONMENTAL PLANNING TEAM. WILL INCLUDE DOCUMENT ORGANIZATION, PREPARATION AND DISTRIBUTION OF PUBLIC NOTICES, MITIGATING, MONITORING TASKS, ETC. ABILITY TO USE MS WINDOWS-BASED PLATFORM AND STATISTICAL ANALYSIS APPLICATIONS, DATA ENTRY SKILLS DESIRABLE. SEND RESUME BY E-MAIL OR MAIL RESUME. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19101 RESEARCH ASSISTANT

Company Name: Operation Samahan, Inc.

National City

91950-

Minimum 10hrs/wk. flexible hours. The Asian/ Pacific Islander(API) Community Health Network is a research, information, and dissemination collaborative whose vision is to reduce health disparities by coordinating services and resources available to API and immigrant communities in San Diego County. Both graduate and undergraduate-level Research Assistant internship position are available. Interns will join a team that is responsible for conducting an extensive review of 1) social and health-related services available to local API community, 2) the academic literature relating to research conducted specifically within the API community in San Diego County. Please call or email for more information. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18505 VARIOUS GOVERNMENT

Company Name: Department of the Navy-Human Resource

San Diego

92101-

PART TIME DEP. ON STUDENT'S SCHED. LOCAL U.S.GOVERNMENT/NAVY FACILITIES SEEKING STUDENTS FOR VARIOUS INTERNSHIP OPPORTUNITIES. SUBMIT RESUME VIA WEBSITE. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 24020 EDITORIAL INTERN

Company Name: Baja Traveler Magazine

Chula Vista

91914-

PART TIME. TEMPORARY; SEMESTER WORK. FLEXIBLE-DEPENDING ON SCHOOL SCHEDULE. JOB DUTIES: RESEARCH, WRITING, EDITING, ASSIST IN DAY-TO-DAY ACTIVITIES. TRAVEL OPPORTUNITIES. REQ SKILLS: STRONG WRITING AND EDITING SKILLS IN ENGLISH. STRONG OFFICE WORK EXP W/MATURITY AND PROFESSIONALISM-A MUST. GREAT COMMUNICATION AND PHONE ETIQUETTE. HOW TO APPLY: PLEASE EMAIL YOUR RESUME. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**20636 ENVIRONMENTAL TECH**

Company Name: Sweetwater Union H.S. District

Chula Vista

91911-

15+ HOURS PER WEEK, FLEXIBLE HOURS, MONDAY-FRIDAY, 8:00AM - 4:30PM. JOB DUTIES: THE JOB IS DONE FOR THE PRUPOSE OF IDENTIFICATION, CONTAINMENT AND REMOVAL OF HAZARDOUS MATERIALS; INSPECTING DISTRICT FACILITIES AND GROUNDS TO ASSURE COMPLIANCE WITH ESTABLISHED SAFETY RULES AND REGULATIONS; ADDRESSING IMMEDIATE OPERATIONAL AND/OR SAFTEY CONCERNS; ASSISTING SKILLED TRADES AS ASSIGNED; ENSURING ADEQUATE MATERIALS ARE AVAILABLE TO COMPLETE ASSISGNMENTS IN A TIMELY MANNER. REQ SKILLS: PREFERABLY ENVIRONMENTAL HAZARDOUS MATERIALS TECHNOLOGY (EHMT) STUDENT OR ANYONE WITH ENVIRONMENTAL EXPERIENCE. HOW TO APPLY: PLEASE APPLY IN PERSON AT 1130 FIFTH AVENUE, CHULA VISTA, CA 91911 AND ASK FOR CESAR CANIZALES. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**21660 TRASH TALKERS COALITION P**

Company Name: Trash Talkers Coalition

National City

477-4451, ext.

HRS/DAYS: 4-6 HOURS PER WEEK. JOB DUTIES: FACILITATE COALITION MEETINGS, ASSIST IN CREATION OF AGENDAS, PLAN AND COORDINATE GENERAL MEETINGS, PREPARE REPORTS AND ENSURE ALL PARTIES ARE APPRISED OF CURRENT ACTIVITIES. REQ SKILLS: MUST HAVE 2.5 GPA AND ATTEND BI-MONTHLY LEADERSHIP MEETINGS AND PROJECTS. MUST HAVE RELIABLE TRANSPORTATION, EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS AND BE ABLE TO MANAGE MULTIPLE PROJECTS. HOW TO APPLY: SUBMIT RESUME TO JNAVARRO@Y2YCENTER.ORG. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

Politics

**22424 CANVASING INTERN**

Company Name: Wagner for Council 2012

Chula Vista

91912-

10hrs+. flexible, including weekends/evenings. This is an unpaid internship program, wherein we will offer: (1) real-world, hands-on exp. managing a grassroots campaign in a fun-loving environment; (2) unit credit & (3) to deserving students, letters of recommendation for college & employment. Candidates must be eager to learn, Facebook, Twitter, e-mail & computer proficient, have outstanding people skills & be residents of Chula Vista. DUTIES: Campaign strategizing, maintaining Facebook and Twitter accounts, electronic, door-to-door and phone canvassing, drafting correspondence and mailers, preparing spreadsheets and public speaking. HOW TO APPLY: Email inquiries. \*MUST CURRENTLY BE ENROLLED IN A CWEE COURSE.

**24098 INTERN**

Company Name: HeadCount

New York

10001-

ONLY SOUTHWESTERN COLLEGE STUDENTS HRS/DAYS: 15hrs per week. JOB DUTIES: Lead 12-15 voter registration drives at local concerts or campus events. Participate in weekly conference calls. Communicate directly w/ school officials to obtain authorization for all on-campus activity. Recruit volunteers. Be responsible for voter registration forms & their submission. Create educational resources to inform campus on local elections & other voter info. REQ SKILLS: Lear local & national voter registration guidelines. Students working towards a degree in related field. Strong work ethic, maturity & accountability. Natural leadership & ability to organize peers. HOW TO APPLY: EMAIL RESUME

Radio/TV



## Job ID

### 18527 TELEMEDIA INTERN

Company Name: Life Skills University

Chula Vista

91910-

12 WK. LOCAL ON-LINE EDUCATIONAL INSTITUTION SEEK TELEMEDIA STUDENT TO ASSIST IN WRITING PRESS/RADIO RELEASES AND SUBMIT INFORMATION TO MEDIA CONTACTS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.

### 18467 RADIO STATION INTERN

Company Name: Z90.3 XHTZ-FM

San Diego

92121-

FLEX 12 HR WK. LOCAL RADIO STATION SEEKS PEOPLE ORIENTED STUDENTS TO SET-UP AND ASSIST AT PROMOTIONAL EVENTS: CONCERTS, COMMUNITY AND SALES EVENTS. MUST BE AVIALABLE AT 11:30 AM EACH WEDNESDAY FOR MEETINGS AND WORK AT LEAST ONE WEEKEND EACH MONTH. CALL OR EMAIL. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 18457 CREATIVE SVCS

Company Name: KGTV 10 News/Azteca America

San Diego

92102-

12 HR WK. LOCAL TELEVISION STATION SEEKS STUDENTS WHO ARE MAJORING IN COMMUNICATIONS OR HAVE CREATIVE SKILLS AND ARE INTERESTED IN THE TELEVISION INDUSTRY. WILL CONDUCT RESEARCH, SHOOT SET-UP, WRITE PRESS RELEASES, COORDINATE EVENTS, BOOK GUEST AND TOURS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. EMAIL LETTER OF INTEREST OR RESUME.

### 19870 TV NEWS 8

Company Name: KFMB-TV/AM/FM STATIONS

San Diego

92111-

KFMB-TV News 8's internship program is intended to assist students who are interested in pursuing a career in the broadcasting industry. Internships will provide students with an opportunity to learn about television broadcasting as well as hands-on experience in the newsroom. Selected candidates will work closely with producers and will assist with various functions such as researching story ideas, writing scripts, retrieving video and working in the control room to bring the news to our viewers. We are looking for interns who are committed to a career in broadcasting and have already completed some prior journalism courses. Prior media-based internships and/or previous work experience in the broadcasting industry will also be taken into consideration when evaluating applicants. Juniors and seniors are preferred. Please submit all resumes\* via e-mail Note: KFMB Stations does not accept unsolicited resumes or applications. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 22531 SALES & MARKETING INTERN

Company Name: Fox 5 San Diego

San Diego

92111-

FOX 5 KSWB offers internship opportunities for students interested in careers in broadcast television. Our program provides students hands-on exp. working w/talented broadcast professionals. In addition, interns may earn the chance to shadow news crews in the field & produce their own intern newscast Learn how to leverage television & digital assets to help businesses achieve their marketing objectives. Attend sales meetings, trainings & participate on actual sales calls to gain insight into the sales process. Assist Marketing Consultants in creating proposals for actual prospects. Get training & hands on exp. w/Marketing Applications such as: One Domain, Prime Next, Wide Orbit, Polk, & Media Center Online. Gain valuable exp. working closely w/Marketing Consultants on all aspects of the Sales/Marketing process. Qualifications: Currently enrolled at an accredited college, university or technical school, must be a Jr. or Sr. Ability to work a min. of 15 hrs/wk during the academic yr. How to apply: Fill out our online application. Qualified candidates will be contacted for an interview. FOX 5 is an Equal Opportunity Employer. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**22530 CREATIVE SERVICES INTERN**

Company Name: Fox 5 San Diego

San Diego

92111-

FOX 5 KSWB offers internship opportunities for students interested in careers in broadcast television. Our program provides students hands-on exp. working w/talented broadcast professionals. In addition, interns may earn the chance to shadow news crews in the field & produce their own intern newscast. Students who interested in TV or film production w/an emphasis on creative disciplines: writing, shooting, directing, editing, lighting, graphics design for TV promotion & commercials. Applicants should have a solid background in social & digital media, some video knowledge such as shooting/editing, using HD cameras & Final Cut Pro type editing software. Additionally they may have skills in Photoshop, Illustrator & similar programs. Opportunities to help w/on-location & studio shoots, observe editing & possibly edit some projects themselves if they have the aptitude & skills. Qualifications: Currently enrolled at an accredited college, university or technical school, must be a Jr. or Sr. Ability to work a min. of 15 hrs/wk during the academic yr. How to apply: Fill out our online application. Qualified candidates will be contacted for an interview. FOX 5 is an Equal Opportunity Employer. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**22529 PRODUCTION INTERN**

Company Name: Fox 5 San Diego

San Diego

92111-

FOX 5 KSWB offers internship opportunities for students interested in careers in broadcast television. Our program provides students hands-on exp. working w/talented broadcast professionals. In addition, interns may earn the chance to shadow news crews in the field & produce their own intern newscast. Opportunity to observe the behind-the-scenes personnel that support a live newscast. Interact w/editors, floor crew & control room technicians in a high-pressure environment. Learn the technical skills needed to prepare/execute a live broadcast & meet deadlines. Students will get hands-on practice on cutting edge production equipment w/1-on-1 instruction from the production staff. Qualifications: Currently enrolled at an accredited college, university or technical school, must be a Jr. or Sr. Ability to work a min. of 15 hrs/wk during the academic yr. How to apply: Fill out our online application. Qualified candidates will be contacted for an interview. FOX 5 is an Equal Opportunity Employer. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**22528 SPORTS INTERN**

Company Name: Fox 5 San Diego

San Diego

92111-

FOX 5 KSWB offers internship opportunities for students interested in careers in broadcast television. Our program provides students hands-on exp. working w/talented broadcast professionals. In addition, interns may earn the chance to shadow news crews in the field & produce their own intern newscast. Help write sports scripts/pkgs, editing sports highlights & log highlights of sporting events. Earn the opportunity to accompany the sports crew in the field at various sporting events, shadow the sports photographer & reporters. Qualifications: Currently enrolled at an accredited college, university or technical school, must be a Jr. or Sr. Ability to work a min. of 15 hrs/wk during the academic yr. How to apply: Fill out our online application. Qualified candidates will be contacted for an interview. FOX 5 is an Equal Opportunity Employer. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**22527 NEWS INTERN**

Company Name: Fox 5 San Diego

San Diego

92111-

FOX 5 KSWB offers internship opportunities for students interested in careers in broadcast television. Our program provides students hands-on exp. working w/talented broadcast professionals. In addition, interns may earn the chance to shadow news crews in the field & produce their own intern newscast. Learn the basics of news writing and/or have the opportunity to apply classroom writing skills in a real newsroom. Help w/script writing, script formatting, segment producing, guest coordinating, logging sound bites & sort/run anchor scripts. Help the assignment desk make phone calls to research stories & learn writing for the Web. Receive feedback from seasoned news writers, producers & reporters to improve writing/communication skills. Interns may also get the opportunity to work on an intern newscast--anchoring, reporting, producing & writing their own show as a special project. Qualifications: Currently enrolled at an accredited college, university or technical school--must be a Jr. or Sr. Ability to work a min. of 15 hrs/wk during the academic yr. How to apply: Fill out our online application. Qualified candidates will be contacted for an interview. FOX 5 is an Equal Opportunity Employer. \*MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

**21666 REPORTER/JOURNALIST**

Company Name: Periodico Comunidad Primero

Chula Vista

91910-

HOURS VARY. LOOKING FOR ENTHUSIASTIC INDIVIDUALS SEEKING JOURNALIM EXPERIENCE. INTERNS MUST BE DETAIL-ORIENTED, MOTIVATED AND PROFESSIONAL. MUST ALSO PROVIDE TRANSPORTATION TO ATTEND EVENTS. A SUCCESSFUL CANDIDATE WILL BE INNOVATIVE AND SOLUTION-ORIENTED, MOTIVATED, DETAIL ORIENTED, A POSITIVE ATTITUDE AND FLEXIBLE. ABLE TO WORK WELL WITH OTHERS AND ALONE. NOT AFRAID TO BE CHALLENGED TO THINK AND TAKE ACTION. CONTACT COMPANY TO SET UP INTERVIEW. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**20251 PROGRAMING INTERN**

Company Name: CBS Radio

San Diego

92111-

experience: \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.Excellent verbal and written communication, interpersonal, organization and computer skills are necessary. A minimum GPS of 3.0 is preferred. duties: Programming interns will assist the Music Director and Program Director with Music calls with Record Reps, writing compliance letters for promotions that involve artists. They will learn to listen to and pick new music for the station. They will learn to input music in to the system, update the music sites at radiosophie.com, file music that's been put in to the system and make CD's for a backup in case the computers go down. They will learn to create jock schedules and how to read research. They will also learn how to set up traditional call out and online research as well and last BUT not least, they will help with the execution of Sophie's Lounge both on site and on the web.  
add\_info: For consideration please submit the following information: resume and cover letter, application (availbale upon request from CBS Radio), two letters of recommendation (one from college advisor and one from previous internship or employer), copy of transcript, writing sample (no more than 2 pages), and letter indicating certification of college credit

**19869 TV NEWS 8**

Company Name: KFMB-TV/AM/FM STATIONS

San Diego

92111-

Selected candidates will work closely with producers and will assist with various functions such as researching story ideas, writing scripts, retrieving video and working in the control room to bring the news to our viewers. We are looking for interns who are committed to a career in broadcasting and have already completed some prior journalism courses. Prior media-based internships and/or previous work exp. in the broadcasting industry will also be taken into consideration when evaluating applicants. Juniors and seniors are preferred. Please submit all resumes\* via e-mail Note: KFMB Stations does not accept unsolicited resumes or applications. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**20228 STUDENT INTERN**

Company Name: Compass Radio of San Diego-KPRI 102.1

Mira Mesa

92122-

3-8hrs. KPRI's Internship Program is available to college students in a qualified program. Students must be able to receive college credit for these positions and be under a supervised program pursuant to a college degree. These programs are specifically for practical experience in a student's chosen field of study and are non-compensated. Internships in Radio Programming, Production, Promotions, Marketing & Sales, and Internet Web Development are available. It is recommended that candidates have a minimum of two years college experience. Must be poised, creative, self motivated, reliable and possess the necessary computer and writing skills to handle all aspects of the internship position they seek. Duties: The KPRI Internship is a general internship with the opportunity to learn most areas of operation within all departments of the radio station. The length of time for the internship is contingent upon the student's academic schedule and will coincide with the college or university's class calendar. Duties vary from day to day, but will include answering the phone, greeting listeners and guests, and assisting with promotions and events. The KPRI Internship Program requires each intern to participate in a minimum of two promotional events per month. Other projects are available in the departments of Programming, Production, and Marketing which may include loading daily music playlists, website editing and auditing, and social networking. Interns are expected to have a working knowledge of MS Office programs and will be asked to complete various office duties such as data entry, record keeping, organization and filing. Email resume or letter of interest. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

**19636 RADIO INTERN**

Company Name: KFMB-TV//AM/FM STATIONS

San Diego

92111-

Internships are geared toward a better understanding of show preparation, production, call screening, and technical assistance during live broadcasts. Candidates must be available 10-15 hours/week. Previous experience in public or commercial radio is helpful. Please submit all resumes\* via e-mail. Note: KFMB Stations does not accept unsolicited resumes or applications. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

**19635 RADIO**

Company Name: KFMB-TV//AM/FM STATIONS

San Diego

92111-

Internships are available in Radio Promotions to help students gain some work experience in radio promotions. Candidates must be able to drive themselves to/from remote locations and be able to lift 30-40 lbs. Internship hours are flexible but may involve weekends and holidays. Please submit all resumes\* via e-mail. Note: KFMB Stations does not accept unsolicited resumes or applications **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

**19183 WRITING/ PRODUCING**

Company Name: NBC 7/39

San Diego

92101-

NEWS DEPARTMENT: Interns will assist with script writing, various newscasts, guest coordinating, gathering segment guests logging sound bites, and data entry for future files. Will sort/run scripts and may earn the opportunity to shadow news crews in the field and/or field produce on occasion. Interns will have many opportunities to work with writing and producing in NBC 7/39 to learn about the department's core responsibilities. 15 hrs/wk. Flexible hours. M **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.. See webpage for internship application documents. \*\*Must be SWC Student\*\***

**19322 MEDIA INTERN**

Company Name: The Chocolate Voice

Chula Vista

91921-

10 hours per week, flexible days, work with online/print publications, graphic design of monthly publication, website design, flyers, contribute to writing and editing of articles. Resume and some experience required, basic computer skills and familiarity with adobe indesign helpful. Call for appointment. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

## Job ID

### 18591 INTERN

Company Name: NBC 7/39

San Diego

92101-

FLEXIBLE 15 HRS/WK. FOR TELEMEDIA, COMMUNICATION AND GRAPHIC ARTS MAJORS. NBC 7/39 OFFERS A WIDE RANGE OF INTERSHIP OPPORTUNITIES FOR SUDENTS INTERESTED IN CAREERS IN THE MEDIA BUSINESS. STUDENT MUST BE A JUNIOR OR SENIOR. FOR ADDITIONAL REQUIREMENTS AND TO APPLY GO TO WEBSITE AND CLICK ON "UNDERGRADUATE INTERSHIP PROGRAM". \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19269 RADIO INTERN

Company Name: KPRZ & KCBQ Radio

San Diego

92121-

Currently seeking \*enthusiastic\* individuals seeking radio experience! Gain valuable experience in the radio industry by working at station events and at the office. These positions are un-paid and must be taken for college credit. 5-10 hours a week. The best part: Internships look great on a resume. Contact us to set up an interview! \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19184 EDITING

Company Name: NBC 7/39

San Diego

92101-

NEWS DEPARTMENT: Interns should have some experience in non-linear editing. Will assist in editing, making video dubs, maintaining the station tape library, and archiving tapes. Interns will learn various skills associated with editing.15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*

### 19175 COMMUNITY

Company Name: NBC 7/39

San Diego

92101-

15 hrs/wk. Interns will coordinate talent appearances and post news coverage events in iNEWS. Manage the station's ascertainment process and regulatory reports. Serve as the internal liaison with news, sales, and promotions departments on community projects. Maintain the station community page on the website. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.. See webpage for internship application documents. \*\*Must be SWC Student\*\*

### 19634 INTERACTIVE MEDIA

Company Name: KFMB-TV/AM/FM STATIONS

San Diego

92111-

KFMB Interactive Media"s internship program is designed for students interested in learning how content websites are created, updated, and sold on a daily basis on KFMB's 3 sites: cbs8.com, 760kfmb.com, and sandiegojack.com. Prior candidates must understand and enjoy interacting with online media on a daily basis. This internship will provide background and learning in web development, content creation, and online advertising based on the applicants course of study and experience. Prior online or media based experience and/or internships will be taken into consideration when evaluating applicants. Candidates must be available 10-15 hours/week.Please submit all resumes\* via e-mail. Note: KFMB Stations does not accept unsolicited resumes or applications. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

### 19182 ASSIGNMENT DESK

Company Name: NBC 7/39

San Diego

92101-

NEWS DEPARTMENT: Interns will be responsible for making beat checks, data entry of current and future news assignments, assisting in phone calls, sorting/distributing newsroom mail, coordinating guests and making tape dubs. In addition, may earn an opportunity to shadow news crews in the field. Interns will learn about the important tasks incorporated with the assignment desk. 15 hrs/wk. Flexible hours. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. \*\*Must be SWC Student\*\*

Realestate

## Job ID

**18553 REAL ESTATE INTERN** Company Name: Windermere Pacific Coast Properties La Mesa 91941-

FLEX HOURS. LA MESA REAL ESTATE BUSINESS SEEKING MOTIVATED STUDENTS TO ASSIST AGENT WITH MARKETING PROJECTS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.

**20960 REAL ESTATE INTERN** Company Name: Century 21 Award Chula Vista 91914-

\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. Must have Knowledge of Microsoft Word, Excel and operation of office equipment. Professional appearance and attitude is mandatory. Duties: I am looking for a motivated individual who wants to work with a Realtor with a busy team in Chula Vista. Duties include assisting agent with marketing, calls, appointments, business planning and day to day operations in real estate. Add\_info: No real estate knowledge is required but prefer a student enrolled in business or real estate courses. Spanish speaker is also a plus but not required. Call or Email.

**18456 REAL ESTATE** Company Name: Pacific Rim Real Estate Intern Poway 92064-

FLEX HRS. OPPORTUNITY TO LEARN REAL ESTATE INDUSTRY BY ASSISTING AGENTS WITH CLIENT/ACCOUNT MAINTENANCE, AUGMENTING AND MAINTAINING OFFICE/CLIENT FILES, GREETING CUSTOMERS, AND PREPARINTG AND DISTRIBUTING STANDARD FLYERS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.

## Sales

**19025 INSIDE SALES ASSISTANT** Company Name: ISC Group LLC San Diego 92123-

M-F. 7:00am-4:00pm. FLEXIBLE HOURS. EXPERIENCE IS NOT REQUIRED, TRAINING WILL BE PROVIDED. WILL ASSIST THE DIRECTOR OF SALES WITH PRICE QUOTING USING SPREADSHEET. ASSIST SALES IN CAPTURING PURCHASE ORDERS. WILL FOLLOW UP WITH CUSTOMERS ON CONTRACT RENEWALS. COMPUTER LITERATE. MUST BE PERFICIENT TO ADVANCED IN EXCEL. DETAIL ORIENTED. TEAM PLAYER. EXCELLENT COMMUNICATION SKILLS. WILLINGNESS TO LEARN QUICKLY. MUST BE ABLE TO SIT AND WORK AT A COMPUTER STATION FOR A MINIMUM OF 3-4 HOURS STRAIGHT. EMAIL RESUME. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**21667 SALES AND MARKETING** Company Name: FREESTYLEMX.COM, INC. JAMUL 91935-

BE PART OF AN ENTERTAINMENT EXTREME SPORTS COMPANY THAT TRAVEL THRU OUT THE WORLD. INTERN NEEDS COMPUTER, E-MAIL, FAX AND CUSTOMER SERVICE EXPERIENCE. DUTIES INCLUDE CONTACTING EXISTING AND POTENTIAL CUSTIMERS AND FAXING OUT MARKETING PACKAGES. GOOD CUSTOMER SERVICE SKILLS REQUIRED. SOME RESEARCH REQUIRED. COME BE PART OF THE FREESTYLEMX.COM& MD EXTREME PROMOTIONS TEAM. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**20942 SALES ASSISTANT** Company Name: Recover Records Sommerville 02144-

FLEX HOURS. Experience: Regular access to laptop and/or personal computer is required. Duties: Intern will learn how to manage and promote multiple revenue streams including a record Label, a Producer/Engineer/A&R, and other music related companies by using Social Networking sites and other forms of social media. If they choose they also have the opportunity to be part of a reality show which will be documenting Recover Records daily. This position can be performed over skype. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**22526 SALES INTERNSHIP**

Company Name: CBS Radio

San Diego

92111-

Interested in the Media business? CBS Radio SD has a Sales Internship available for students interested in advertising, marketing, digital media, or communications. **SKILLS:** Must have a willingness to learn, the ability to multi-task, attention to detail, exceptional communication and organizational skills, and proficient computer skills. **REQUIREMENTS:** Currently attending an accredited college. Suggested GPA 3.0 or above, must receive college academic credit. **APPLY:** Resume, cover letter, and transcript, 2 letters of recommendation, writing sample (1-2 pgs) and letter of certification of college academic credit is required. Call for an application.\* **MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.**

**Social Svc****19898 COMMUNITY OUTREACH**

Company Name: Empower San Diego

San Diego

92110-

15-20hrs/wk. Times are flexible to do the schedules of the program coordinator and the intern. Help lead the development of the EMPOWERStudents! Outreach and organizing activities. Under the supervision of Empower Staff, this intern will help coordinate: Outreach to individual students and student organizations on campuses throughout San Diego o Recruitment of volunteers within student groups and community groups to assist in programs and events o Community Events - Coordinating Empower outreach for voter education efforts at local concerts (with partner Headcount) and other venues o Development and implementation of online advocacy campaigns o Other related duties, including preparing outreach materials o Employing facebook and Twitter to organize EmpowerStudents! All interns will participate in skills-acquisition and civic engagement trainings. Time commitment: Interns will be asked to commit 15-20 hours per week for at least 5-6 months. This will include meetings with staff and board members to discuss the design of materials and time lines for completion. Internships are available on an ongoing basis; if an intern is a good fit for the organization and wishes to continue the internship beyond the initial time frame such arrangements can be made.

Duties: Interns must be detail-oriented, motivated, and professional. The intern must provide his/her transportation to the Empower office or other work site. An interest in the work of Empower is a definite plus, both for the organization and the intern. A successful candidate will maintain these qualities: - Innovative and Solution-Oriented - Motivated and detailed oriented - Positive Attitude and flexible with changing needs - Able to work well with others and alone - Not afraid to be challenged to think and take action - Experience with community organizing, especially in underserved/low-income communities is preferred. - A knowledge of San Diego cultures and community a huge plus. - Excel in written communication and editing skills - Have affinity for working with innovative social networking tools - Internet Tech Skills are a huge plus - Bilingual (oral and written) in Spanish or Tagalog a plus. Please send resume and statement of interest. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

**18441 INTERN/SOCIAL WORK**

Company Name: SWC

National City

91950-

FLEX AT LOCAL COMMUNITY SERVICE CENTER. ASSIST IN DEVELOPING HEALTH AND SOCIAL SERVICES RESOURCE LIBRARY FOR COMMUNITY. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. SEE SPECIALIST FOR DETAILS.**

**19242 COMMUNITY OUTREACH INTEN**

Company Name: Burn Institute

San Diego

92123-

MON-FR. FLEXIBLE HOURS. JOB DUTIES: PREPARING, PLANNING AND EXECUTING VITAL FIRE AND BURN PREVENTION. **SKILLS REQUIRED: ORAL AND WRITTEN COMMUNICATION SKILLS, ORGANIZED ATTENTION TO DETAIL. CALL FOR APPOINTMENT. RESUME REQUIRED. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

**Sports**

## Job ID

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### **19181 SPORTS**

Company Name: NBC 7/39

San Diego

92101-

Interns will assist with writing sports scripts, editing sports highlights, and logging highlights of all sporting events. In addition, interns may earn the opportunity to shadow the sports crew in the field at various sporting events while learning about the responsibilities of the sports department. 15 hrs/wk. Flexible hours. **\*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.. See webpage for internship application documents. \*\*Must be SWC Student\*\***

### **19721 MEDIA & VIDEO**

Company Name: San Diego FC Soccer

San Diego

92106-

**SOCCER IS BACK IN SAN DIEGO!-- SAN DIEGO BOCA FC--- NEW LOCAL PROFESSIONAL, AMATEUR AND YOUTH SOCCER ORGANIZATION SEEKING MOTIVAED STUDENTS INTERESTED IN INTERNSHIP PROGRAM WITH SAN DIEGO BOCA FC SOCCER. PLEASE CONTACT US VIA EMAIL OR CALL FOR FURTHER INFORMATION. PLEASE VISIT OUR WEBSITE TO LEARN MORE. CALL FOR APPOINTMENT. RESUME REQUIRED. PART-TIME POSITION. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.**

### **24039 RECREATIONAL GYMNASTICS**

Company Name: Rockstar Gymnastics Academy

Chula Vista

91911-

Part time. JOB DUTIES: Preferably have experience working with children but more importantly has the personality to keep kids engaged and having fun while learning! You will be responsible for coaching kids from 18 months to 16 years old. REQ SKILLS: Experience working with kids. HOW TO APPLY: Email is best.