

**\*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.**

Friday, August 18, 2017

Count 66

**Job ID**

**27054 INTERNSHIPS (VARIOUS)**

Company Name: Lexicon-Global

Chula Vista

91914-

LOCAL CHULA VISTA COMPANY HAS PAID AND NON-PAID INTERNSHIPS AVAILABLE IN THE FOLLOWING AREAS: ADMINISTRATIVE; BROADCAST SOUND ENGINEER; BUSINESS DEVELOPMENT; BUSINESS MANAGEMENT; CUSTOMER SERVICE; FILM AND VIDEO; GRAPHIC DESIGN; MARKETING; MEETING PLANNER; PROJECT MANAGER; PUBLIC RELATIONS AND COMMUNICATIONS; SOCIAL MEDIA. MINIMUM INTERNSHIFT PER DAY IS 3 HOURS.

**ART**

**18488 PHOTOGRAPHER ASSISTANT I**

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.

**Business/Clerical**

**25738 GENERAL CLERICAL INTERN**

Company Name: Law Office of George John Ronis

Chula Vista

91910-

PARTIME INTERNSHIP OPPORTUNITY. Mon-Fri.between 12:00 PM-5:00. JOB DUTIES: FILING, SET-UP OF FILES, MAINTIAN COST RECORD, USE OF OFFICE EQUIPMENT, ORGANIZATIONAL SKILLS REQUIRED, NEATNESS OF WORK STATION AND, COMPUTER LITERATE. PLEASE CALL FOR APPOINTMENT. RESUME REQUIRED. SWC STUDENTS ONLY. MUST BE ENROLLED IN A COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE) 290 CLASS.

**18476 OFFICE ASSISTANT INTERN**

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.

**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.

## Job ID

### **18514 COMMUNICATIONS INTERN**

Company Name: San Diego Natural History Museum

San Diego

92112-

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

### **19031 ADMIN. ASSISTANT INTERN**

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.

### **19771 CLERICAL SUPPORT**

Company Name: Chula Vista Public Library

Chula Vista

91910-

PERFORMS VARIOUS 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, GUIDELINES 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.

### **19897 ADMINISTRATIVE INTERN**

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 MAINTENANCE: Filing, labeling, archiving, scanning, Shredding. TEAM WORK: Weekly company meeting, training, planning & projections. REQ SKILLS: Minimum of four hours 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.

### **21660 TRASH TALKERS COALITION P**

Company Name: Trash Talkers Coalition

National City

91950-

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.

## 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.
- 18436 OFFICE ASSISTANT INTERN** 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.
- 22858 OFFICE/MARKETING INTERN** 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.
- 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.
- 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.
- 26764 FILE CLERK** Company Name: Castillo & Associates San Diego 92108-  
Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Total Hours Per Week: 12. Work Schedule: Monday, Wednesday and Fridays. Brief Summary of Duties: Sorting correspondence, scanning, filing documents in physical file, uploading scanned documents into electronic file. Required Skills: candidate should be able to sort correspondence alphabetically, and requires basic knowledge of computers to change the name of a document and move it to a different folder. To apply: Call for an appointment.

## Child Dev

**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.

**27540 CHILD DEVELOPMENT INTERN**

Company Name: Chicano Federation Child Care Dept.

San Diego

92113-

1-10hrs/wk. The Child Development Intern would be under the direct guidance of a permitted teacher when working with children. Job Summary: The Child Development Intern will be stationed at Barrio Logan Child Development Center - a preschool for children ages 3-5. Duties may include providing support to classroom teachers, providing administrative support outside the classroom, assisting with daily activities including supervision of children, lesson plans and recreation. Requirements: Solid writing and oral communication skills, Bilingual (Spanish and English), must complete a Live Scan and Health Screening, attention to detail, willing and able to work with children, families and staff in a supportive manner. Student must be currently enrolled in a CWEE course. To apply: email your resume.

## Computer

**26765 WEB CONTENT INTERN**

Company Name: MABPA

Bonita

91902-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Total Hours Per Week: 10-15 (flexible). Brief Summary of Duties: Assist with creating content for MABPA's newly redesigned website, Revising current web content as necessary, Editing photos and graphics necessary for website and flyers, Identifying areas of improvement and expanding website content accordingly, Monitor and post on blogs, forums and social networks, Online outreach and promotion using Facebook, LinkedIn and Twitter. Required Skills: Ability to effectively organize projects and accurately maintain records. Knowledge of, and experience with, computer data entry programs and word processing programs. Ability to work effectively under pressure and meet tight deadlines. To apply: call for an appointment or email your resume.

**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.

**25573 DATABASE INTERN**

Company Name: Paws For Comfort

San Diego

92120-

Job is Open to Only Southwestern College Students who are currently enrolled in a CWEE course. Part time. Project Duties: Database created for email marketing in several categories for my business. Create Facebook business fan page. Research referral sources in San Diego for business. Edit website content. Possible other research projects, administrative tasks. Required Skills: Prefer experience with: Mail Chimp, setting up databases excel, word, or? Facebook fan pages, research, and content for website building. Skills: tech savvy, word press, good computer skills, uploading files, going thru folders in email accounts and on computer on bookmarks in google, and extracting desired info, good communications-listens to directions, asks questions, offers suggestions quick worker quick learner, self starter telephone skills for collecting research info. How to Apply: Email Resume

## Job ID

### **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.

## Culinary

### **24172 KITCHEN EDUCATION INTERN**

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 INTERN**

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

### **18452 APPOINTMENT SETTER INTER**

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.

## Education

**25487 FITNESS CAREER CONSULTAN**

Company Name: Invictus Education/NAFC Personal Training

Vista

92081-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Duties: Connecting with gyms, schools, universities as affiliate members of NAFC. Calls and follow up on personal training, group exercise, nutrition, pilates and other fitness programming for Invictus education Required Skills: Basic anatomy - will train Customer service Basic computer skills. Additional Information: This position is a part time intern program that is intended to teach skills in the fitness profession. Connection to the fitness industry as well as a career path for the possibility of employment. All interns will be able to choose a certification and get the materials to complete. The materials will include all you will need to become certified, including all testing materials as well as practical testing. Training on products will be provided 3 days a week. How to Apply: Call for Appointment, Apply On-line, Mail-in or Email resume.

**Finance****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.

**Graphic Arts****18596 GRAPHIC ARTIST INTERN**

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.

**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.

**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: MAKERING/DOCUMENTS RESEARCH/OFFICE WORK/COMING UP WITH CREATIVE IDEAS. MUST HAVE OWN LAPTOP. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL OR EMAIL.

## Job ID

### **25894 CREATIVE WRITER, VIDEO EDI**

Company Name: FreshForm Interactive

San Diego

92110-

Job is open to: Only Southwestern College Students Who Are Currently Enrolled in a CWEE Course.

We need an intern. But not the coffee-getting, photo-copying, spend-all-day-on-social-media-because-I'm-bored kind of intern. We are looking for go-getting hustlers to join our team of developers, makers and designers. Considering candidates in the following areas: creative writing, story telling, videography, graphic design, and web design. Please send us a note. Be part of a maker, designer, creative culture. Learn from professionals and grow your personal portfolio of work. We would like some one to work two days a week, 12-15 hours total. Required Skills: Creative writing, story telling, videography, graphic design, web design. How to Apply: Online or email your resume.

### **18518 GRAPHICS DESIGNER/TYPER**

Company Name: Copy Post Printing

National City

91950-

30 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.

## LANDSCAPE

### **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

### **25338 LEGAL RESEARCH & WRITER**

Company Name: Consolidated Consultants Co.

Chula Vista

91910-

Job is open to: Only Southwestern College Students Who Are Currently Enrolled in a CWEE Course. Searching for a paralegal student to provide original legal articles (500 words or more) that can be published on our internet site specifically related to expert witnesses. Content submission should provide for three (3) article posts per week. Required Skills: Good communication and writing skills. Must be able to work independently. Needs to work with minimum supervision. Provide timely content submissions. Receive constructive recommendations and edit content accordingly. Additional Information: This is a non-paid internship but can earn the student college credits via an internship program. Further, this position shall help the student learn and improve their legal knowledge and critical thinking. Duties will include real hands on experience with legal writing and research. Intern must be knowledgeable in various independent research methods. How to Apply: Email Resume.

### **18469 LEGAL INTERN**

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.

## Job ID

### **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.

### **26745 LEGAL OFFICE INTERN**

Company Name: Talamantes Immigration Law Firm

Chula Vista

91910-

Open to students who are currently enrolled in a CWEE course. Brief Summary of Duties: Provide customer service to all guests. Assist with Administrative Assistant tasks as needed File important documents and information Respond to all incoming inquiries from clients Demonstrate the highest level of professionalism in an office environment Assess situations quickly and determine the most appropriate response Always arrive on time Committed to and enthusiastic about agency mission and programs and the communities they serve Follow through with clients and potential clients Fill out legal forms, as needed Required Skills: Ability to speak Spanish is highly desirable Energetic and motivated to take on new tasks A track record as an effective communicator; highly skilled in writing, speaking and presenting; ability to communicate the organization's mission and interests to all visitors Requires significant independent decision-making skills, including when and whether to seek additional information and assistance Proven ability to work in an office environment Excellent writing, speaking, and presenting skills Possesses experience as an Administrative Assistant or Receptionist Demonstrates integrity, strives for excellence in their work Attention to detail a must. Toa pply: call for an appointment or email your resume.

## Logistics/Transportation

### **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.

## Marketing

### **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.

### **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.



## Job ID

### 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.

### 18569 MARKET RESEARCHER INTER

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.

### 18552 MARKETING INTERN

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.

### 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

### 25282 MARKETING INTERN

Company Name: Outlets at the Border

San Ysidro

92173-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE class. Interns will create a project that they will be implementing with the help of the managers at the center. Each project will be different. Examples from past interns: Sports marketing - The intern created a sport expo in the center for local sporting groups to introduce the opportunities in the area. Business - The intern created a guest services procedure and implemented it. Education - The intern applied for a grant that gave bike helmets to the community with a safety day. Music - An intern created a venue for local artists to play music and film them. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of a shopping center. The outlets have a diverse set of needs and as such can accommodate many differing types of interns. Required Skills: This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position. Additional Information: Please be prepared with a project...the team will help you fine tune the project to fit the center and the interns major. How to Apply: Call for Appointment.

## Job ID

### **25231 MARKETING INTERN**

Company Name: Chic Execs

Vista

92081-

Job is open to: Only Southwestern College students who are currently enrolled in a Cooperative Work Experience class. Duties: Assisting in facilitating media and client requests. Timely follow ups with the media. Documenting and coordinating requests via spreadsheets and highly detailed reports for 10-12 clients each month. Blogger research and outreach. Required Skills: Looking for candidates with a genuine interest in public relations. This position is unpaid but school credit will be given. This internship requires for a 4 month commitment of at least 15 hours per week; mornings and afternoons preferred but we are flexible. Full-time employment is a possibility after the successful completion of this internship! The right candidate: Is Punctual. A Self-starter. Organized and detail-oriented. Works well under pressure and tight deadlines -Communicates clearly -Has excellent writing skills -And has an overall professional demeanor. To apply: Please send cover letter and resumes via email.

### **24998 MARKETING INTERN**

Company Name: SPARTA55

Chula Vista

91910-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. We are a rapidly growing company looking for self-motivated individuals. Duties: Must have: strong administrative & organizational work spirit, in marketing support position. PC skills including knowledge of MS applications w/exceptional strength in Excel, Access, Power Point & Word. Excellent communication skills both written/verbal. Demonstrated strong organizational & interpersonal skills & the ability to prioritize multiple tasks & meet deadlines. Must be: able to take direction from mgrs. & be relied upon to work independently, conscientious, detail-oriented & discrete w/confidential information, flexible as work dictates (extra time at work may be reqd as needed) & have the ability to work as a team as well as work independently. Should possess an open and friendly yet professional demeanor at all times. Problem solving & listening skills are a must to work w/the Marketing staff. Ideal candidate will demonstrate the ability to work in a fast paced environment, handle pressure calmly & be able to adapt to changing business priorities. How to Apply: Call for Appointment, Apply in Person or Email Resume.

### **21667 SALES AND MARKETING**

Company Name: FREESTYLEMX.COM, INC.

JamulL

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.

### **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

### **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.

### **23776 INTERNET MARKETING INTERN**

Company Name: South Coast Dental

National City

91950-

EXPERIENCE: PATIENT MARKETING, INTERNET MARKETING, WEBSITES ETC. DUTIES: PATIENT MARKETING, REACHING OUT TO POTENTIAL PATIENTS. BILINGUAL,KNOWLEDGE FACEBOOK AND TWITTER. TO APPLY: EMAIL YOUR RESUME. \* MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

### **25543 SALES AND MARKETING INTER**

Company Name: KSDY 50

Chula Vista

91910-

Job is open to: Only Southwestern College Students who are enrolled in a cwee course. KSDY 50 is looking to hire INTERNS during the SUMMER! We are a local and independently owned channel that serves communities in San Diego and Baja California. We transmit three channels: Milenio, Z living and Bereavision. This is a short-term opportunity for school credit and is available only for those who qualify. Interested? Send us your resume and cover letter expressing why you would be a great fit and tell us about your past experiences as a sales person. What you'll be doing: Daily sales and client development. Assist the sales and marketing department. Client Database management. Prospect activity assistance. Attend events to foster client relationships and meet potential leads. Required Skills: Requirements: Must be enrolled in college or soon to finish for school-credit. We are looking for self-starters and self-motivated individuals who will help us grow our business while they grow their skills. Must have experience in sales. Strong verbal communication skills. Must be professional, motivated and a team player. Excellent attention to detail. Ability to multi task. Fluent in Spanish. Must be a problem solver and quick minded. Must have reliable transportation to office. To apply: email resume or apply online.

### **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

Radio/TV

**25542 POST-PRODUCTION ASSISTANT**

Company Name: KSDY 50

Chula Vista

91910-

Job is open to: Only Southwestern College Students who are enrolled in a cwee course. KSDY 50 is looking for a production assistant intern! We are a local and independently owned channel that serves communities in San Diego and Baja California. We transmit three channels: Milenio, Z living and Bereavision. This is a great opportunity for school credit and it's available only for those who qualify (with possibility of becoming a full time employee). Interested? Send us your resume, availability, and cover letter expressing why you would be a great fit and tell us about your past experiences in video production. What you'll be doing: Collaborate in the creative design and media production process to effectively communicate the company's goals. Coordinate video production process for the company; provides project direction for shooting, editing and duplication process, including planning and management of project time lines. Provides consultation and recommendations related to media promotions and resources. Monitor and provide recommendations for department and production budgets. Plan and facilitate studio and field-based video production including camera operation, editing, set and lighting design and audio production. Provide a variety of video products and formats for broadcasting, DVD distribution, web casting, video streaming. Provide insight and support for strategically maximizing YouTube video posts. Plan, write and produce scripts. Execute professional videos to communicate educational, inspiring and engaging stories to increase awareness and support. Work cross functionally to offer media production support for all areas of the Marketing and Communications department. Develop public service announcements and video news releases to support media relations efforts. Collaborate in the creative design and media production process to effectively communicate KSDY50's mission and engage internal and external stakeholders. Search, identify and consult on the use of external resources (e.g. video production agency, freelancers, talent, etc.) Provide support for regional and annual events. Perform other duties as assigned. Required Skills: Requirements: Must be bilingual (Spanish & English). Bachelor's degree in Film/Television or related field required. Must have a minimum of three years of experience in video and audio production. Must have demonstrated experience with non-linear editing, graphic design, 2D/3D composting and visual effects, as well as experience working with online and social media. Experience with video and audio compression software preferred. Must possess excellent script writing and grammar skills. Experience with After Effects, Premiere, Audition, Illustrator and Photoshop. Must be able to use video cameras and equipment. Ability to efficiently organize work, work calmly under pressure, and be flexible to changing needs of video production. Ability to set priorities, make decisions, and readily adjust to change. A strong desire to learn new skills as the opportunities or the need arises. To apply: email resume or apply online.

**25471 PRODUCTION INTERNSHIP**

Company Name: In-Flight Media

Encinitas

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Learn the skills needed to manage video productions from concept to completion. The Production intern will: Assist in various post-production efforts from editing to motion graphics and DVD replication. Assisting with media assets organization. Help manage web uploads and social media content management. Help maintain social media accounts as well as developing strategies for growth. Supports Production Manager and Producers in the management of video productions from pre-production to post-production. Experience/Opportunities that will be acquired: This position will give an intern a true glimpse into the world of video production and project management. The intern will learn the key aspects of professional project management, such as asset management, time management, and deadline driven productions. The Production Intern will work hand-in-hand with the Production Manager in all areas of video production, from pre-production to post-production. Desired Qualifications & Skills IMA is searching for a self-motivated and well organized individual with excellent communication skills, confidence and a professional demeanor. Applicant should currently be enrolled in college w/no less than 6 units, maintain a 3.0 GPA and dedicate at least 10hrs/wk to the internship. Applicant should also be receiving college credit for the internship. Major must be in video, film, communications, or related field Candidates should have an understanding of computer hardware, knowledge of post-production, especially Final Cut Pro, Compressor, Microsoft Office, and some knowledge of Motion and File Transfer Systems. A passion for advertising media is a plus.

**26996 PRODUCTION, PROMOTIONS &**

Company Name: Energy Communications Corporation

Chula Vista

91910-

Flexible Hours Per Week. Work Schedule: Mon- Fri. Job is open to: Only Southwestern College Students who are currently enrolled in any one of the following CWEE courses: TELEMEDIA, WEB DESIGN, OFFICE, GRAPHIC DESIGN, MARKETING, BUSINESS AND COMMUNICATIONS. Brief Summary of Duties: Assist in the development and implementation of Television and digital campaigns. This includes, but it is not limited to, producing and writing TV content and commercials; creating and updating artwork and content for XEWT's website and social media pages; and execute other "regular" office work. Able to read and write 90% Spanish, 70% English. Have basic computer skills. Preferred but not necessary if familiar with some of Adobe Creative Programs like Photoshop, Premier, After Effects, Illustrator and/or Audition. Looking for students with a desire to learn, more than anything. We will do the training necessary to be able to execute the desired tasks given. How to Apply: Email Resume.

**27128 CREATIVE WRITER, VIDEO EDI**

Company Name: FreshForm Interactive

San Diego

92110-

Job is open to: Only Southwestern College Students Who Are Currently Enrolled in a CWEE Course. We need an intern. But not the coffee-getting, photo-copying, spend-all-day-on-social-media-because-I'm-bored kind of intern. We are looking for go-getting hustlers to join our team of developers, makers and designers. Considering candidates in the following areas: creative writing, story telling, videography, graphic design, and web design. Please send us a note. Be part of a maker, designer, creative culture. Learn from professionals and grow your personal portfolio of work. We would like some one to work two days a week, 12-15 hours total. Required Skills: Creative writing, story telling, videography, graphic design, web design. How to Apply: Online or email your resume.

**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

**REALESTATE****27129 REAL ESTATE**

Company Name: Pacific Rim Property Management

Poway

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

**27158 REALTOR ASSISTANT**

Company Name: Realty Executives Dillon

Chula Vista

91915-

10-15hrs/wk. Position is: Internship/Temporary. Job is open to: Only Southwestern College Students who are enrolled in a CWEE Course). Work Schedule: Monday - Friday. How to Apply: Call for Appointment or Email Resume. Job Summary: What to say to homeowners and potential home buyers when prospecting. How to market to homeowners using all the latest tools. Learn the value of property in different neighborhoods. Techniques to create a six figure income year after year. How to conduct market research to get accurate market prices of homes. Learn how to set appointments and be an expert on the phone, create and write effective marketing pieces. How to update and maintain your own database and overcome objections. Required Skills: Be willing to learn.

## 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.

### 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.

### 25924 REAL ESTATE ADMIN INTERN

Company Name: Lisa Morgan Homes Real Estate

Chula Vista

91914-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Work Schedule: Monday, Wednesday and Fridays. Candidate should be a self starter with interest in the Real Estate Industry. Candidate must have good attention to detail and organizational skills, like administrative work, be creative, and know their social media. Being able to "think outside the box" is a plus! Candidate must be trustworthy and dedicated to learning the process. Candidate will initially be hired on as an intern for Training/Evaluation purposes. Required Skills: Organizational and attention to detail skills. Basic excel, word, outlook. Creative-Quick learner. How to apply: call for an appointment or email your resume.

### 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.

## Social Svc

### 19242 COMMUNITY OUTREACH INTE

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

### 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.