

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

**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, December 18, 2018 **Count** 188

## **Job ID**

### **211 WEBSITE PROJECT INTERN**

Company Name: **ChulaVista.com**

Chula Vista

CWEE

Flex Hours. The ChulaVista.com project is seeking interns to be part of the website's rebuild. We want you to join our team if you live in Chula Vista and have experience with Wordpress, Facebook, Instagram, Twitter and like to be on-line. You should also have a desire to grow and possess one or more of the following skills: critical thinking, writing, editing, research, graphic arts, photography, observation and reporting. To apply, please email me your resume.

## **ACCOUNTING**

### **102 ACCOUNTING/BOOKKEEPING I**

Company Name: **Kitchens for Good**

San Diego

CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Nonprofit Administration Program hosts brilliant volunteers to help out with organizational tasks, from organizing our databases to cultivating KFG's social media presence. Complete Volunteer Form on line at website and then email resume or note of interest..

### **4 ACCOUNTING INTERN**

Company Name: **Jewish Family Service of San Diego**

San Diego

CWEE

The accounting intern will work between 12 and 15 hours per week. Hours are flexible within the core business hours of 8:00am to 5:00pm, Monday through Friday. Primary responsibilities will include: Review submitted invoices against list of allowable expenses prior to submission for payment. Assist staff accountants with reconciliation spreadsheets. Assist with the preparation of daily deposits. Other duties as assigned. Position Requirements: Completion of Principles of Accounting (Acctg 101). Basic understanding of Generally Accepted Accounting Principles (GAAP). Experience using Microsoft Office applications (Excel and Windows). The intern is expected to gain the following skills during the internship: The ability to input Accounts Payable invoices and journal entries into The Financial Edge Accounting software. Experience scanning and electronically filing documents. Practical knowledge of GAAP principles, principally as they are related to nonprofit organizations. An understanding of internal controls related to cash and check deposits. Experience performing basic reconciliations. Experience utilizing Office applications such as Excel and Windows. Email resume and cover letter indicating position title and subject line.

### **10 ACCOUNTING INTERN**

Company Name: **South County Economic Development Council**

Chula Vista

CWEE

12-15 hours week. Assist with work on projects related to economic development. This is a fast-paced office directly involved with South County's economy and new businesses. Email resume and cover letter. Indicate what you would like to accomplish during your internship.

**22 ACCOUNTING/HR INTERN**Company Name: **Balboa Ambulance Services**

El Cajon

CWEE

BLS Ambulance Company in need of a assistant to all of our departments. Work directly with Director of Operations, Billing Manager, Dispatch Supervisor and EMT Supervisor in a variety of task such as billing, accounting, payroll, GPS tracking, reporting and more. Person much be reliable. Required Skills: Knowledge of San Diego City limits, Computer literate and able to follow directions.To apply: email your resume.

**101 ACCOUNTING INTERN**Company Name: **Kitchens for Good**

San Diego

CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Nonprofit Administration Program hosts brilliant volunteers to help out with organizational tasks, from organizing our databases to cultivating KFG's social media presence. Complete Volunteer Form on line at website and then email resume or note of interest.

**142 BOOKKEEPING PAID INTERN**Company Name: **Greg Martinez CPA, Inc.**

Chula Vista

CWEE

Job is open to:Only Southwestern College Students. We are looking for an accounting student who wants to get some experience. Work Schedule:Monday, Wednesday and Friday. Total Hours Per Week: 10. Job Summary: part time bookkeeping internship/\* Sorting receipts \* Entering information on excel spreadsheets \* Scanning \* Filing \* General office chores.This job may lead to a more regular part time position but for now it is temporary to help me catch up on some tasks. How to Apply: Email Resume.

**148 BOOKKEEPER INTERN**Company Name: **Ronquillo, Susan Family Childcare**

Spring Valley

CWEE

Book Keeping Internship. Summary of Duties: Prepare,control,balance , and check various accounts using standard bookkeeping methods. Enter daily financial transaction in a journal either manually or by computer. Mageneral ledgers recording the status of various accounts and making sure that all accounts balance. Balace ledgers and prepare financial statments. Requirements: High school courses in accounting or bookkeeping A college program in accounting or related business field Good data entry and computer skills are essential,and having touch typing skills are an added bonus. To apply: call for an appointment, appy in person and/or email your resume.

## Admin Justice

**17 HARBOR POLICE INTERN**Company Name: **Unified Port of San Diego**

San Diego

CWEE

Interns in the Harbor Police Department will be assisting administrative staff with invoice processing, working closely with vendors, maintaining office records and tracking equipment used by Officers and staff. Other duties include processing data entries through various programs such as SAP, Armorerlink Inventory, Documentum (D2) and Microsoft Excel. Must be enrolled in at least 12 units and have a valid Driver License. Applications will only be accepted online. We do not accept hard copy applications. NOTE: A COLLEGE UNITS VERIFICATION FORM OR TRANSCRIPT MUST BE SCANNED AND UPLOADED TO THE ATTACHMENT SECTION OF YOUR APPLICATION.

## Architecture

**210 ARCHITECT INTERN**Company Name: **Pierce Goodwin Alexander & Linville**

San Diego

CWEE

Flex hours. Local Architectural Interior Design firm seeking students for paid (experienced) and non-paid internships. Student must be proficient in SketchUp, InDeisgn, AutoCAD and Revit. Email resume and letter of interest to apply. Unpaid interns will be required to enroll in a BUS290 class for units.

**131 COMMUNITY DEV INTERN**Company Name: **City of Imperial Beach**

Imperial Beach

CWEE

Overall: Scanning plans. Inventorying the Temporary Encroachment Permits (TEP) folders in the vault to create a searchable spreadsheet record. Planning: Luca Progam; checking discrepancies between the Census Bureau database addresses and Naviline's addresses. LCP Grant; prepare mailing lists and send notices to the steering committee, stakeholders and general public about the meetings on the general plan amendment project. Code: Box, inventory and store code cases/ send outdated files for destruction. Cross reference open files with THE to determine further action. Assist with re-organizing vault to make room for planning files. Inventory expired building permits in spreadsheet. Building: Going through outstanding final permit files and getting them in records retention system. Scan plans in boxes that come back from coro-data. Cross-reference TEPs (2015-2017) with T drive ensuring files are marked as finalized or expired and creating a spreadsheet of approved but non-activated TEPs for code enforcement. To apply: Email your resume.

**184 LANDSCAPE ARCHITECTURE I**Company Name: **Rooted In Place Landscape Architecture/Consulti**

San Diego

CWEE

Flex 8-16 weekly hours, Mon thru Friday. Local Landscape Architecture/Consulting firm seeks motivated students for internship opportunities. Must: Have good organization and writing skills; Able to follow direction and be punctual and reliable. Need to have basic knowledge of landscape/hardscape materials and also have good computer skills (MS Office, Photoshop, Indesign, Autocad). Must enroll in PD290. Email resume.

**183 LANDSCAPE ARCHITECTURE**Company Name: **Rooted In Place Landscape Architecture/Consulti**

San Diego

JOB SHADOW

Flex 3-10 total hours. Local company/agency offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines.

## Art

**16 ARTS AND CULTURE INTERN**Company Name: **Unified Port of San Diego**

San Diego

CWEE

Arts & Culture is focused on creating a vibrant waterfront destination with innovative artworks, cultural programming, and activation opportunities that enhance the visual excitement and cultural richness of Port tidelands. The intern position for Arts & Culture will provide an opportunity for an art-focused intern to gain both public service and real-world experience in the arts. Duties will include data collection and management; assisting with art-related events; helping create presentations; project support; and other administrative support, as needed. Must be enrolled in at least 12 units and have valid Driver License. Applications will only be accepted online. We do not accept hard copy applications. NOTE: A COLLEGE UNITS VERIFICATION FORM OR TRANSCRIPT MUST BE SCANNED AND UPLOADED TO THE ATTACHMENT SECTION OF YOUR APPLICATION.

**75 PHOTOGRAPHER ASSISTANT I**Company Name: **San Diego Model Management**

San Diego

CWEE

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.

## Automotive

**185 AUTOMOTIVE INTERN**Company Name: **City of Imperial Beach**

Imperial Beach

CWEE

Provide assistance to Fleet Auto Maintenance Dept located at 495 10th St., Imperial Beach. Call for interview. Must be enrolled in the AT290-293 class.

**209 AUTO REPAIR INTERN**Company Name: **Cumming Chevrolet**

National City

CWEE

Apporunity to explore automotive repair operations at a major dealership.

## Business/Clerical

**129 PROGRAM ASSISTANT INTERN**Company Name: **The Jesse Program**

San Diego

CWEE

Internship Job Description: •Assist with scheduling mentor training sessions, presentations, updating program website and social media •Put together mentor training guides •Prepare agendas, other copies for meetings, letters and other program communication •Research possible funding opportunities for program •Set up for mentor meetings, as needed •Other clerical duties as assigned. To apply: email your resume and/or call for an appointment

**130 OFFICE INTERN**Company Name: **Able Disabled Advocacy**

San Diego

CWEE

Data Entry Clerk Intern needed. Internship Job Description: Complete data entry for student records; Assist staff in tracking student progress at the Market Street Youth Center; Answer telephones and provide general information about youth programs; Assist with recruiting students for the program; Set up and maintain student files; Gather information for audits; Assist with completing student timesheets and incentive forms; Other clerical duties as assigned. To apply: email your resume and/or call for an appointment,.

**133 KFMB RADIO PROMOTIONS**Company Name: **KFMB STATIONS**

San Diego

CWEE

Internships are available in Radio Promotions to help students gain work experience in radio promotions, including general administrative duties and the coordination of promotional events. 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. NOTE: Applicants should specify if requesting a radio, TV, Interactive Media or HR internship.

**120 OFFICE INTERN**Company Name: **Small Business Development Center**

National City

CWEE

Provide Customer Service to small business clients. Schedule appointments, answer phones, register participants for workshops, follow-up phone calls to clients, support Professional Business Advisor team. Email resume. MUST ENROLL IN COOPERATIVE WORK EXPERIENCE CLASS.

**135 BUSINESS/OFFICE INTERN**

 Company Name: **Energy Communications Corporation**

Chula Vista

CWEE

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: BUSINESS/OFFICE. 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.

**147 SOCIAL SERVICES INTERN**

 Company Name: **Able Disabled Advocacy**

San Diego

CWEE

Seeking students with the following majors: Social Services, Social Work, Public Administration, Business or a related field  
Job Description: Assist Program Specialist with data entry, clerical work, meeting with opportunity youth individually, and participate in community outreach programs. Must be enrolled in a Cooperative Work Experience Class BUS 290 or PD 290 for credit. Call or email resume to apply.

**18 HUMAN RESOURCES INTERN**

 Company Name: **Unified Port of San Diego**

San Diego

CWEE

Interns in the Human Resources Department will be assisting administrative staff with processing, maintaining office records and tracking functions. Other duties include processing data entries through various programs. Must be enrolled in at least 12 units and have a valid Driver License. Applications will only be accepted online. We do not accept hard copy applications. NOTE: A COLLEGE UNITS VERIFICATION FORM OR TRANSCRIPT MUST BE SCANNED AND UPLOADED TO THE ATTACHMENT SECTION OF YOUR APPLICATION.

**153 BUSINESS INTERN**

 Company Name: **Silent Pocket LLC**

San Diego

CWEE

Total Hours Per Week: 16-20. We are looking for qualified interns to work side by side with the CEO and take part in sales, marketing and operations in relation to our Silent Pocket consumer brand. Duties will include email outreach, research, general ecommerce duties for site and selling platforms, writing, and creative work. Required Skills: Strong writing and communication skills, email and Google business apps for work, a knack for finding information and organizing. We are a growing product line of wallets, cases and patented bags that focus on sleek design with the added benefit of privacy, security and health. To apply: email your resume.

**154 OFFICE ADMINISTRATOR INTE**

 Company Name: **Aldebaran Recruiting**

San Diego

CWEE

We are looking for a bright and motivated Administrative Office Intern in our San Diego location. If you are a self-starter, have a strong work ethic, ambitious, have an entrepreneurial spirit, consistently demonstrate a track record of excellence and most importantly, do not stop until you get the job done - then this position is for you! Our Administrative Office Intern will be responsible for providing administrative support to the Senior Partner and Office Manager, while receiving ongoing training on sourcing practices and extensive experience with LinkedIn and other on-line recruiting tools. Social media and or marketing experience a plus. How to Apply: Email Resume

**155 BUSINESS INTERN**

 Company Name: **Superior Prints**

Chula Vista

CWEE

1-20 hours per week. Flexible. Summary of Duties: Xerox 560 will be used to produce business cards and other printable products. We also have silkscreen and cutting. Required: Basic knowledge, sillin to learn, grit. We are close to Hst trolley. To apply: in person, call for an appointment, or fax/ mail in or email resume.

**156 ADMINISTRATIVE INTERN**Company Name: **Lexicon-Global**

Chula Vista

CWEE

LOCAL CHULA VISTA COMPANY SPECIALIZING IN TRANSLATION/ INTERPRETATION SERVICES AND EQUIPMENT HAS PAID AND NON-PAID INTERNSHIPS AVAILABLE IN THE FOLLOWING AREAS: ADMINISTRATIVE SUPPORT, CUSTOMER SERVICE AND MEETING PLANNER. MINIMUM INTERNSHIP PER DAY IS 3 HOURS. EMAIL RESUME AND COVER LETTER OF INTEREST.

**98 MEDICAL RECEPTIONIST/CLERK**Company Name: **Hosalkar Institute**

National City

CWEE

Brief Summary of Duties. Telephone operator- answering multiple line calls, Clerical- filing medical records, front office desk help/receptionist,scheduling and confirming patient appointments, greeting patients, faxing, filing, photocopying, Bilingual English/Spanish preferred. Required Skills: ): Entry level. Must be energetic and friendly. Computer skills-MS work, MS Excel, MS outlook preferred, Availability to start immediately. How to Apply: Apply in Person, fax or Email Resume.

**48 MANAGEMENT ASSISTANT INT**Company Name: **Fondo de Cultura Economica (FCEUSA Inc)**

San Diego

CWEE

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.

**60 GENERAL CLERICAL INTERN**Company Name: **Law Office of George John Ronis**

Chula Vista

CWEE

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.

**64 ADMIN. ASSISTANT INTERN**Company Name: **Livesay Capital Solutions**

San Diego

CWEE

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.

**68 ADMINISRATIVE INTERN**Company Name: **New Technical Solutions, Inc.**

Chula Vista

CWEE

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.

**76 OFFICE ASSISTANT INTERN**

Company Name: **San Diego Model Management**

San Diego

CWEE

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.

**77 COMMUNICATIONS INTERN**

Company Name: **San Diego Natural History Museum**

San Diego

CWEE

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.

**111 HUMAN RESOURCES INTERN**

Company Name: **City of Imperial Beach**

Imperial Beach

CWEE

Available during Fall and Spring Semesters. Assist with general Human Resources activities. Student will have to go through a background check since they will have access to confidential personnel information. The City will pay the fees for the background check. Email Resume and Cover Letter.

**79 OFFICE/MARKETING INTERN**

Company Name: **Serendipity Sales**

Chula Vista

CWEE

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.

**32 OFFICE ASSISTANT INTERN**

Company Name: **American Factory Wheels**

San Diego

CWEE

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.

**85 LEGAL OFFICE INTERN**

Company Name: **Law Offices of Daniel M. Little**

Chula Vista

CWEE

MON-FRI 10AM-2PM FLEX. SEEKING ASSISTANT FOR GENERAL OFFICE DUTIES. MUST HAVE CUSTOMER SERVICE AND CLERICAL EXPERIENCE.

**100 BUSINESS INTERN**

Company Name: **Kitchens for Good**

San Diego

CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Nonprofit Administration Program hosts brilliant volunteers to help out with organizational tasks, from organizing our databases to cultivating KFG's social media presence. Complete Volunteer Form on line at website and then email resume or note of interest.

**41 OFFICE MANAGER**Company Name: **Compatible Home Care**

Chula Vista

CWEE

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.

**40 CLERICAL SUPPORT INTERN**Company Name: **Chula Vista Public Library**

Chula Vista

CWEE

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, 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.

**108 ADMIN/CLERICAL INTERN**Company Name: **City of Imperial Beach**

Imperial Beach

CWEE

Provide general office assistant to the City Clerk's Office. Email resume and cover letter.

**37 FILE CLERK**Company Name: **Castillo & Associates**

San Diego

CWEE

Job is open to: Only Southwestern College Studentts 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.

**78 OFFICE ASSISTANT INTERN**Company Name: **San Ysidro Chamber of Commerce**

San Ysidro

CWEE

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.

**194 OFFICE INTERN**Company Name: **National City Chamber of Commerce**

National City

CWEE

Flex 5 to 20 weekly hours. The National City Chamber is looking for a qualified intern to join our team and contribute to community efforts! We're a non-profit organization serving the South Bay region by promoting economic development. No Prior work experience necessary. Email resume and call for appointment.

**12 BUSINESS/CLERICAL INTERN**Company Name: **South County Economic Development Council**

Chula Vista

CWEE

12-15 hours week. Assist with work on projects related to economic development. This is a fast-paced office directly involved with Souoth County's economy and new businesses. Email resume and cover letter. Indicate what you would like to accomplish during your internship.



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|---|--|-------------|------------|
| <b>173 BUSINESS ADMIN INTERN</b>  | Company Name: <b>Barbachano International Inc</b>      | Chula Vista | CWEE       |
| Flex hours Monday thru Friday. Seeking motivated student with good people skills to assist in the Human Resources office of an international corporation. General office duties such as answering phones, filing, assisting customers and applicants at front counter and assisting staff with logistics. Call and email resume. Must be enrolled in a BUS290-293 or PD290-293 class  |  |             |            |
| <b>178 RESEARCH INTERN</b>  | Company Name: <b>CanCoverIt.com</b>                    | San Diego   | CWEE       |
| Flex hours. Duties: Structure data from customers, homeowners and professionals, into coherent narratives. Coding data, structuring, databasing and analyzing findings. Collecting correlary data and working with other studies to synthesize hypothesis around the efficacy of attic improvement interventions at the global climate change scale. Intern will get Authorship credit on whitepapers published by CanCoverIt and EcoCycleSolutions.  |  |             |            |
| <b>188 CONCIERGE INTERN</b>   | Company Name: <b>Westmont at San Miguel Ranch</b>      | Chula Vista | CWEE       |
| Local assisted living facility in San Miguel Ranch seeks a motivated Business student for an exclusive internship. You will be provided the opportunity to apply your classroom knowledge as one of our Concierge Services intern. Under the guidance of an experience concierge you will learn how to: Create a positive and welcoming environment for our local community; provide administrative support to the Business Office Supervisor and Executive Director; Assist with answering the community phones. TB Test will be required. Please email resume to apply.   |  |             |            |
| <b>192 CONCIERGE JOB SHADOW</b>   | Company Name: <b>Westmont at San Miguel Ranch</b>      | Chula Vista | JOB SHADOW |
| 3-10 total Hours. Local assisted living facility in San Miguel Ranch is offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines. Please email resume to apply.   |  |             |            |
| <b>172 SALES/ADMINISTRATION INTE</b>  | Company Name: <b>Energy Communications Corporation</b> | Chula Vista | CWEE       |
| Flexible Hours Per Week: Mon- Fri between 9am-6pm. As the intern in the administration and sales department at Energy Communications Corp., you will be assisting in all sales related tasks concerning Televisa San Diego-Tijuana station, working alongside our sales and accounting department. Daily activities: Assist department personnel to prepare and modify documents including correspondence, reports, drafts, memos and emails; Help resolve administrative problems and inquiries; Receive and direct visitors; Research of updated information on media industry; Participate in company's community events; Assist sales department (archive files, presentations, emails and more). Must have good computer skills and be fluent English/Spanish. Job open to SWC Students who enroll in CWEE courses: BUS290 or PD290. |  |             |            |
| <b>170 FINANCE INTERN</b>   | Company Name: <b>SWC Finance Dept</b>                  | Chula Vista | CWEE       |
| 10-20 HRS PER WEEK. ASSIST ACCOUNT TECHNICIAN BY PROVIDING CLERICAL SUPPORT SUCH AS: FILING, ANSWERING PHONES, AND COPYING. OTHER DUTIES AS ASSIGNED. MUST BE ENROLLED IN BUS 290. EMAIL RESUME TO APPLY.   |  |             |            |
| <b>165 OFFICE ASSISTANT</b>   | Company Name: <b>A Caring Touch</b>                    | bonita      | CWEE       |
| Flex hours between 10:00 am - 4:00 pm. Local home care business seeks intern for marketing and general office duties. Will be provided scrubbs for daily wear. Must have drivers license and car with insurance to insure they get to work site on time. Call or email for interview appointment.   |  |             |            |

**164 OFFICE ASSISTANT**Company Name: **Health Right**

Chula Vista,

CWEE

Job is open to: Only Southwestern College Students. Health Right Insurance Solutions is looking for a qualified Office Assistant who goes above and beyond basic administrative tasks and able to work in fast paced environment. Job Summary: Welcome/Receive Customers. Schedule appointments. Write letters to customers. Scan Documents. Send Fax. Phone calls. Provide administration support to staff. Required Skills: You will need to offer good customer service, effective multi-tasking skills, ability to work under pressure and work well with others. How to Apply: Call for Appointment

**202 ADMINISTRATIVE INTERN**Company Name: **Legal Documents Services**

San Ysidro

CWEE

Legal Document Services is seeking motivated student with MS Office suite skills to: Answer phones, data entry, filing, client interviews. Will have opportunity to work with Adobe, Cloud services such as Ring Central and Quickbooks Online. Will also learn Social Media Advertising. English and Spanish a requirement. Can lead to paid employment. Email resume and call for appointment.

**14 ADMINISTRATIVE INTERN**Company Name: **A Better Solution in Home Care**

Chula Vista

CWEE

12-20 hours per week. A Better Solution in Home Care is a licensed home health agency that employs health professionals. We service primarily the elder population but also care for children with disabilities. The Administrative intern will provide administrative support to the accounting, marketing and staff departments. Must have basic knowledge of office equipment and software programs.

**CHILD DEV****36 CHILD CARE INTERN**Company Name: **Carmen's Early Literacy Academy Family Day Car**

Chula Vista

CWEE

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.

**150 CHILD CARE INTERN**Company Name: **Ronquillo, Susan Family Childcare**

Spring Valley

CWEE

Summary of Duties: Supervise indoor and outdoor activities of children. Develop activities to keep children engaged Help children in understanding and following teacher's instruction Encourage Children to performing tasks by themselves Help Children with daily routines such as dressing toileting, eating and sleeping Maintain environment very clean, appealing and safe/sweep/mop/wipe clean as needed Provide guidance on children's behavior and social development, enhance child's motor skills. Change diapers/ follow chart in regards to diaper rash Observe children and report to supervisor in case of medical attention is needed. Help prep for meal time/snacks. Required: High level of patience with immense love and compassion for children Ability to get along with children and entertain them Excellent child supervision skills. Familiar with the nutritional and hygienic need of children Efficient in offering safe environment for children Time management is a must to keep on schedule Written/verbal communication a requirement Able to communicate with parents and county workers. To apply: call for an appointment, apply in person and/or email your resume.

**5 CHILD ACTIVITY SPECIALIST IN**Company Name: **Jewish Family Service of San Diego**

San Diego

CWEE

Interacts with and cares for children ages 3-16 (1-2 times per month) in an enclosed setting. Assists children in organized activities and helps serve snacks/dinner. Position Requirements: Experience working with children; Experience with creating craft projects (preferred); Reliable transportation; Responsible and punctual; Compassionate, patient and flexible. Email resume and cover letter indicating position title and subject line.

**23 TEACHER ASSISTANT INTERN**Company Name: **Kids On The Go**

Chula Vista

CWEE

Assist in classroom, to help with homework, clean and or set up classroom, be active to engage in recreational activities indoor and outdoor. May require to prepare snacks or meals. Prepare lesson plans and activities. Required Skills: Must have some experience working with preschool to school age children. Would like to have minimum 6 Child Development units or currently enrolled for assistant or 12 units for Teacher. Preferred with CPR first aid, TB test and fingerprint clearance required. How to apply: Please submit your resume and a cover letter stating your days and time of availability via email.

**Computer****132 KFMB INTERACTIVE**Company Name: **KFMB STATIONS**

San Diego

CWEE

KFMB Interactive's internship program is designed for students interested in pursuing a career in online journalism and learning how a news website is created, updated and sold on a daily basis. Selected interns will learn how to update and edit stories for cbs8.com, as well edit and post video using a content management system. Candidates will assist the content manager and editors with daily news updates, as well as complete an individual project that will be determined during the course of the internship. Internship candidates must have an interest in online journalism and have completed some journalism classes. Juniors and seniors are preferred. Knowledge of content management systems and web writing experience a plus. 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. NOTE: Applicants should specify if requesting a radio, TV, Interactive Media or HR internship.

**47 WEB DESIGNER**Company Name: **Fondo de Cultura Economica (FCEUSA Inc)**

San Diego

CWEE

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.

**87 COMPUTER REPAIR/MAINT INT**Company Name: **New GateWay Solutions Corporation**

Chula Vista

CWEE

The Computer Repair and Maintenance Technician's role is to make sure that the company's computers are working properly at all times and that the computers are equipped with the proper software and programs to get the job done. They are also responsible for working with the director of technology to repair and provide maintenance to customer's computers. To apply: Visit our website [www.ngsc.org](http://www.ngsc.org) and fill out one of our intern/volunteer forms or email HR Supervisor at

**86 WEBSITE DESIGN INTERN**Company Name: **New GateWay Solutions Corporation**

Chula Vista

CWEE

Website Design Interns will be responsible for assisting in website development, design and maintenance for all clients including our in-house startup businesses. Training is provided. Serve businesses by designing and editing websites. Help maintain New GateWay's website. Maintain client's websites. Ability to input content onto websites. Database management. Research and present new technologies useful to New GateWay. Excellent writing skills a must. Ability to code with common web design languages (Html, CSS, JavaScript, Bootstrap and PHP) is a plus. Graphic arts experience is a plus. My SQL a plus. To apply: email your resume.

**197 SOCIAL MEDIA/DIGITAL MARKETING** Company Name: **Le Vie Skincare LLC** La Jolla CWEE

Flexible Work Hours. Summary: Looking for Intern to assist with Social Media and Digital Marketing for a Skincare Boutique Spa and natural skin care product line. Would be able to multi task. Assist with admin work updating website, video work on a social media/digital marketing plan. No experience required. To Apply: call for an appointment or email your resume.

**26 SOCIAL MEDIA INTERN** Company Name: **San Diego River Park Foundation** San Diego CWEE

Capture, create, and monitor social media content. Attend public events on behalf of the organization and assist with special events. Email Resume, cover letter explaining why this internship will benefit you, Samples of your design and graphic work (links to them will suffice). Ally Wellborn, Communications and Development Manager at ally@sandiegoriver.org.

**20 SUPPORT CENTER INTERN** Company Name: **San Diego Futures Foundation** El Cajon CWEE

10-20 hours per week. OVERVIEW: Answer phones; Assist Low Cost Computer Sales & Break and Fix customers; Troubleshoot computers. Replace and re-image computers; SKILLS/QUALIFICATIONS: A+ certification (or currently enrolled and working on A+ cert.); Customer Service experience or possess basic customer service skills; Strong communication skills. TIME COMMITMENT/SCHEDULE: Available during office hours, Monday-Friday, 8 am to 5 pm; minimum 3 month commitment. Apply on-line.

**163 INFORMATION TECHNOLOGY INTERN** Company Name: **New GateWay Solutions Corporation** Chula Vista CWEE

The information Technology Intern will be responsible for assisting in website development, design and maintenance for all clients including our in-house startup businesses. The intern will also assist in upgrading and repairing computers as needed. Training is provided. To Apply: Visit our website [www.ngsc.org](http://www.ngsc.org) and fill out one of our intern/volunteer forms or email HR Supervisor.

**72 DATABASE INTERN** Company Name: **Paws For Comfort** San Diego CWEE

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

**65 WEB CONTENT INTERN** Company Name: **MABPA** Bonita CWEE

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.

**179 CULINARY JOB SHADOW**Company Name: **Kitchens for Good**

San Diego

JOB SHADOW

Flex 3-10 total hours. Local company/agency offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines.

**105 CULINARY INTERN**Company Name: **Kitchens for Good**

San Diego

CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Community Cooking Days Program provides opportunities for volunteers to cook with our Volunteer Program Lead Chefs and other like minded individuals to produce meals for local hunger relief agencies. Community Cooking Days are usually held on Monday nights from 6:30 - 8:30 pm. Email or register online to sign up. Complete Volunteer Form on line at website and then email resume or note of interest.. [lynn@kitchensforgood.org](mailto:lynn@kitchensforgood.org)

**191 CULINARY JOB SHADOW**Company Name: **Westmont at San Miguel Ranch**

Chula Vista

JOB SHADOW

3-10 total Hours. Local assisted living facility in San Miguel Ranch is offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines. Please email resume to apply.

**187 CULINARY INTERN**Company Name: **Westmont at San Miguel Ranch**

Chula Vista

CWEE

Local assisted living facility in San Miguel Ranch seeks a motivated Culinary Arts student for an exclusive internship. You will be provided the opportunity to apply your classroom knowledge in a high volume kitchen. Under the guidance of an experience chef you will learn how to: Prepare delicious meals with attention to residents' dietary needs; Maintain a clean/sanitary kitchen and ensuring all equipment is in good working order and is operated in a safe manner; Inventory supplies/foods and how to order/restock as needed. TB Test will be required. Please email resume to apply.

## Customer Svc

**140 FIELD AND OFFICE INTERNSHI**Company Name: **Balfour Beatty Construction**

San Diego

CWEE

We have a very valuable internship program, involving both field and office positions. If you are interested email Julie Swanson your resume and if selected we will contact you to come visit our office and meet our staff, show you around and discuss your interest further. Email your resume to [jswasnon@swccd.edu](mailto:jswasnon@swccd.edu)

## EDUCATION

**55 FITNESS CAREER CONSULTAN** Company Name: **Invictus Education/NAFC Personal Training** Vista CWEE

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.

### Engineering

**95 ENGINEERING INTERN** Company Name: **City of San Diego** San Diego CWEE

Work on special one-time event projects, clearing out old project files, back-up logs, and other temporary work as assigned in support of planning, design. And construction of capital improvement projects. Primary intended duties may include but not be limited to: researching legal code requirements; collecting grant information and data; organizing, cataloging, and executing records retention policy with project files. The Management Intern positions provides engineering students the opportunity to obtain direct knowledge of and experience in the engineering profession, while simultaneously pursuing a Bachelor's Degree in engineering.  
<https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**109 ENGINEERING ASSIST INTERN** Company Name: **City of Imperial Beach** Imperial Beach CWEE

Assist our GIS Manager and Civil Engineer at our Public Works Department, two interns would be ideal as the assignments would be different. The Civil Engineer has a specific project for data search and entry by going around the City to make sure the street lights are being charged by SDG&E and maintain an accurate inventory. Email resume and cover letter.

**15 ENGINEERING INTERN** Company Name: **Unified Port of San Diego** San Diego CWEE

The Engineering-Construction Department is currently offering an internship to work in conjunction with Engineering Project Managers and Construction Managers. Duties will include but are not limited to assisting with design and construction of projects within the capital improvement programs, major maintenance programs, and other engineering-related projects. Must be enrolled in at least 12 units and have a valid Driver License. Applications will only be accepted online. We do not accept hard copy applications. NOTE: A COLLEGE UNITS VERIFICATION FORM OR TRANSCRIPT MUST BE SCANNED AND UPLOADED TO THE ATTACHMENT SECTION OF YOUR APPLICATION.

**177 ENGINEERING INTERN** Company Name: **CanCoverIt.com** San Diego CWEE

Flex hours. Duties: Work with David Hanacek (product inventor) and John to develop and test small scale test beds for thermal conductance, air-flow and sound transfer/mitigation between floors, along with other experimental designs related to ascertaining CanCoverIt's value for metal attic fixtures. Work with local businesses and campuses to field improvements and document before and after performance. Additionally, development of experimental designs for other labs, best practices and installation guides is part of this position. Intern will be featured in media discussing projects and credited as experimenter/author on published whitepapers by CanCoverIt and EcoCycleSolutions, along with site feature as part of team roster.

### Environment/Sustainable

**91 WATERSHED/RESOURCES PR**Company Name: **City of San Diego**

San Diego

CWEE

Part-Time Internship. Job is open to: Only Southwestern College Students. Pay Rate: \$11.67/hr - \$14.04/hr. Job Summary: This intern will be responsible for data compilation, research and review of water quality samples, and GIS support for the Murray Urban Runoff Diversion System Feasibility Study under the guidance of an Associate Management Analyst. This intern will also provide assistance in managing documentation and records associated with the assignment, as well as assist with San Diego Basin study activities and other duties as assigned. Required Skills: Microsoft Office, Written and Verbal Communication, Water Resource Courses. To apply: online. Web Link to Job Announcement: <https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**90 RECYCLED WATER FIELD MA**Company Name: **City of San Diego**

San Diego

CWEE

Part-Time Internship. Job is open to: Only Southwestern College Students. Pay Rate: \$11.67/hr - \$14.04/hr. Job Summary: Two interns are needed to provide student level work to support the Recycled Water Program. Under the guidance of the Principal and Senior Backflow Cross Connection Specialists, the interns will provide temporary assistance in conducting field inspections and related testing various recycled water sites in order to ensure compliance with State, County and City recycled water rules and regulations. In addition, the interns will assist in creating maps using City standard applications such as GIS and other daily tasks using MS Office word and excel. Required Skills: Microsoft Office, Written and Verbal Communication, Water Resource Courses. To apply: online. Web Link to Job Announcement: <https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**92 REBATE ASSISTANCE INTERN**Company Name: **City of San Diego**

San Diego

CWEE

Part-Time Internship. Job is open to: Only Southwestern College Students. Pay Rate: \$11.67/hr - \$14.04/hr. Job Summary: This intern will assist an Associate Management Analyst in the ongoing development and management of the division's multiple rebate programs. The project will include a survey of existing programs, evaluation of available products, and research on potential savings. This intern will also interact with other agencies while researching/benchmarking other programs throughout the State.

This intern will support water conservation efforts by helping staff respond to customer inquiries pertaining to the water conservation and rebate program, preparing and reviewing programmatic documents and reference materials, and verifying project landscape areas through photos, computer mapping tools, and satellite imagery. Required Skills: Microsoft Office, Written/Verbal Communication, Water Resource Courses. To apply: online. Web Link to Job Announcement: <https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**93 FIELD ASSISTANCE/OUTDOOR**Company Name: **City of San Diego**

San Diego

CWEE

Part-Time Internship. Job is open to: Only Southwestern College Students. Pay Rate: \$11.67/hr - \$14.04/hr. Job Summary: This intern will assist customers with requests for historical water consumption information as well as track new Landscape Variance requests by logging incoming applications, preparing responses and tracking water use. This intern will also provide backup assistance in preparing Residential Survey bags for division staff when interacting with residents. Part of this project is researching irrigation products, such as controllers and delivery systems. This intern will support water conservation efforts by helping staff respond to customer inquiries pertaining to the water conservation and rebate programs, preparing and reviewing programmatic documents and reference materials, and verifying project landscape areas through photos, computer mapping tools, and satellite imagery. Required Skills: Microsoft Office, Written and Verbal Communication, Water Resource Courses. To apply: online. Web Link to Job Announcement: <https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**94 COMPTROLLER INTERN**Company Name: **City of San Diego**

San Diego

CWEE

The Office of the City Comptroller is seeking two student interns that will work 20 hours a week during the school year and 40 hours a week during the summer. The interns will rotate sections to learn a variety of duties performed in the Office of the City Comptroller. Among some of the work performed by the interns is the review of Grant Master Data reports, clearing any budget deficits in grants, researching new GASBs and the implementation, exporting reports for CAFR notes, researching fund resolutions/ordinances, and working through desk procedures to find any improvements that can be made to processes. To apply: online. Web Link to Job Announcement: <https://app.betterimpact.com/PublicEnterprise/e7ef01a2-fd5d-40e9-a8d0-78324d817ec7>

**11 FINANCE INTERN**Company Name: **South County Economic Development Council**

Chula Vista

CWEE

12-15 hours week. Assist with work on projects related to economic development. This is a fast-paced office directly involved with South County's economy and new businesses. Email resume and cover letter. Indicate what you would like to accomplish during your internship.

## Geospatial Tech/Drones

**213 DRONE PILOT ASSISTANT INTE**Company Name: **Birds Eye Aerial Drones, LLC**

La Mesa

CWEE

Local company specializing in drone aerial imagery data collection/processing is seeking an intern who would be the assistant to the Pilot In Command (PIC). Duties could entail spotting the drone, piloting the drone, developing the autonomous flight path, and processing data. You must be enrolled (or have taken) the SWC drone courses: GEOG 107 and GEOG 108. Must also be enrolled in PD290 while participating in this internship. To apply please contact Professor Kenneth Yanow [kyanow@swccd.edu](mailto:kyanow@swccd.edu)

## GRAPHIC ARTS

**43 GRAPHICS DESIGNER/TYPESE**Company Name: **Copy Post Printing**

National City

CWEE

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.

**25 GRAPHIC DESIGN INTERN**Company Name: **San Diego River Park Foundation**

San Diego

CWEE

10 plus hours per week. Design and layout all graphic communication pieces for all programs and special events. Proficiency in Adobe Creative Suite, including In-Design, Photoshop and Illustrator is required. Own laptop is required. Email Resume, cover letter explaining why this internship will benefit you, Samples of your design and graphic work (links to them will suffice). Ally Wellborn, Communications and Development Manager at [ally@sandiegoriver.org](mailto:ally@sandiegoriver.org).

**49 GRAPHIC DESIGNER**Company Name: **Fondo de Cultura Economica (FCEUSA Inc)**

San Diego

CWEE

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.



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**51 CREATIVE WRITER, VIDEO EDI**      Company Name: **FreshForm Interactive**      San Diego      CWEE

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.

**96 GRAPHIC DESIGN INTERN**      Company Name: **World Gym Eastlake**      Chula Vista      CWEE

Marketing director of 4 companies is looking to add creative Graphic designer to marketing team. Web development experience preferred but not mandatory. This is a temporary position that could transition into a permanent job with the right candidate. Ideally applicant would be interested in the marketing field in general. Required Skills: Strong graphic design skills

**45 CREATIVE ASSISTANT**      Company Name: **Electric Design Company**      National City      CWEE

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.

**73 GRAPHIC ARTIST INTERN**      Company Name: **San Diego Model Management**      San Diego      CWEE

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.

**152 GRAPHIC DESIGN INTERN**      Company Name: **Silent Pocket LLC**      San Diego      CWEE

Total Hours Per Week: 16-20. We are looking for qualified interns to work side by side with the CEO and take part in graphic design for sales and marketing. Our consumer brand is Silent Pocket. Duties will include graphic design for sales sheets, online images and general layouts for sales and marketing materials. Required Skills: Strong writing and communication skills, email and Google business apps for work, a knack for finding information and organizing. Adobe Illustrator and Photoshop. We are a growing product line of wallets, cases and patented bags that focus on sleek design with the added benefit of privacy, security and health. To apply: email your resume.

**136 GRAPHIC/ WEB DESIGN INTER**      Company Name: **Energy Communications Corporation**      Chula Vista      CWEE

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: GRAPHIC DESIGN AND WEB DESIGN. 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.

**212 GRAPHIC DESIGN INTERN**

 Company Name: **Global Exchange**

San Diego

CWEE

Flex hours. Seeking motivated student with graphic design skills to assist with product label mock up, product photography, digital ads, short video segments, website design input. Email resume to apply.

**158 GRAPHIC DESIGN INTERN**

 Company Name: **Lexicon-Global**

Chula Vista

CWEE

LOCAL CHULA VISTA COMPANY SPECIALIZING IN TRANSLATION/ INTERPRETATION SERVICES AND EQUIPMENT HAS PAID AND NON-PAID INTERNSHIPS AVAILABLE IN THE FOLLOWING AREAS: ADMINISTRATIVE; GRAPHIC DESIGN; MARKETING; SOCIAL MEDIA. MINIMUM INTERNSHIP PER DAY IS 3 HOURS. EMAIL RESUME AND COVER LETTER OF INTEREST.

**127 ADVERTISING AGENCY INTERN**

 Company Name: **L7 Creative**

Carlsbad

CWEE

The Internship Program at L7 Creative is for academic credit/unpaid and will expose interns to the world of advertising and brand building. Based on your interests and availability, you will be working with different teams throughout the agency. You will work with one of the following departments: client service; creative; digital marketing; development. Working with these teams, you will gain a deep understanding of how a full-service agency runs and operates. Job Summary: Market Research. Brainstorming for: Naming products, Pitches, Campaigns Website Quality Assurance SEO Optimization AdWords Management Copywriting, Copyediting Blog writing, Social Media Outreach Salesforce Data Entry. How to Apply: Email your resume.

**110 GRAPHIC DESIGNER INTERN**

 Company Name: **City of Imperial Beach**

Imperial Beach

CWEE

Draw up conceptual ideas for storm water BMPs in the Tijuana River valley, however, the student may need to have access to graphic design software or use graphic designer to create concept ideas for street banners. Email Resume and Cover Letter.

**Health**
**126 HEALTH INTERNS**

 Company Name: **Muticultural Health Foundation**

San Diego

CWEE

Community Health Advocates are volunteers who play an important role in the wellness of multicultural patients. They help the participants in the Patient Health Improvement Initiative (PHII) to navigate the health and social services systems, encouraging them on their journey to good health. Each volunteer helps five to ten patients, supporting the PHII staff. People interested in serving as a Community Health Advocate on a volunteer or intern basis may contact the coordinator at [volunteers@mhfwellness.org](mailto:volunteers@mhfwellness.org) or phone 619-266-3664.

**Hospitality**
**189 HOSPITALITY/SERVER INTERN**

 Company Name: **Westmont at San Miguel Ranch**

Chula Vista

CWEE

Local assisted living facility in San Miguel Ranch seeks a motivated Hospitality student for an exclusive internship. You will be provided the opportunity to apply your classroom knowledge as one of our Dining Services intern. Under the guidance of an experience dining staff you will learn how to: Create a positive and welcoming dining experience for our residents and their family members and guest; Take orders and deliver to kitchen; Proper serving techniques/etiquette; Maintain sanitation and equipment and dining facility; Inventory and restocking techniques. TB Test will be required. Please email resume to apply.

**162 GUEST SERVICE INTERN**Company Name: **Chula Vista Elite Athlete Training Center**

Chula Vista

CWEE

Flexible hours including night and weekends. Local athlete training center seeking two Guest Services Interns to provide hands-on experience in delivering superior guest services in an athletic and hospitality environment (Housing/Hotel Operations). Additional learning exposure will include managing athletic events, gaining familiarity with facility management, coordinating with vendors and contract service providers, and financial and administrative reporting. To apply please email resume and cover letter to [cungar@easchulavista.com](mailto:cungar@easchulavista.com)

**181 HOSPITALITY INTERN**Company Name: **Ramada Inn**

National City

CWEE

flex weekly hours - Local hotel seeking motivated students for hospitality internships. Assist with front check in counter, general hotel operations. Must enroll in BUS 290 - email resume

**190 HOSPITALITY/SERVER JOB SH**Company Name: **Westmont at San Miguel Ranch**

Chula Vista

JOB SHADOW

3-10 total Hours. Local assisted living facility in San Miguel Ranch is offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines. Please email resume to apply.

## Landscape

**139 LANDSCAPE DESIGN AND IMPL**Company Name: **Marcia Tolin Realtor**

La Mesa

CWEE

Job Summary: I am looking for a few students who are working on getting their degree to design and construct my front yard landscaping. It is a large flat lot and area that needs to be scraped, large and small rocks moved to create garden areas where there is some upward slope, and flagstone laid down with ground cover. I would also like one large shade tree and several fruit trees optimally placed. A small bump grass or lawn area in the middle for my dog. I will buy all necessary materials, and pay a student for the best design and then other students to construct. This would be a great way to get something good for your portfolio. Required: Arch. Design/drafting Irrigation Grading/Bobcat Horticultural knowledge for planter placement and planting material knowledge. To apply: Call for an appointment and/or email your resume.

**56 GARDENER ASSISTANT**Company Name: **Japanese Friendship Garden Society of SD**

San Diego

CWEE

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.

## LANDSCAPE/NURSERY

**182 LANDSCAPE ARCHITECTURE**Company Name: **Rooted In Place Landscape Architecture/Consulti**

San Diego

JOB SHADOW

Flex 3-10 total hours. Local company/agency offering job shadowing opportunity for SWC students. Student will commit time to go and visit employer and observe employees working, ask questions, tour company's facilities and/or assist with specific projects. Class credit may be provided. Contact Student Employment Services for required paperwork and guidelines.

**180 LANDSCAPE ARCHITECTURE I**      Company Name: **Rooted In Place Landscape Architecture/Consulti**      San Diego      CWEE

Flex 8-16 weekly hours, Mon thru Friday. Local Landscape Architecture/Consulting firm seeks motivated students for internship opportunities. Must: Have good organization and writing skills; Able to follow direction and be punctual and reliable. Need to have basic knowledge of landscape/hardscape materials and also have good computer skills (MS Office, Photoshop, Indesign, Autocad). Must enroll in PD290. Email resume.

### Legal

**193 BUS/LEGAL AFFAIRS INTERN**      Company Name: **The Walt Disney Company**      Burbank      CWEE

Our company is seeking motived students for our Business/Legal department of Marvel Studios who are interestd in the practice of entertainment law and in-house transactional work, Copyright, trademark, and other intellectual property advice, protection, and enforcement. Must have Excellent verbal and written communication skills; Excellent analytical skills, especially in legal analysis; Excellent research skills; resourceful and Strong organizational skills with ability to handle and follow through on multiple projects in a fast-paced environment; detail-oriented; Strong interpersonal skills with ability to work well with others as well as independently; and Proficient in Microsoft Office Suite. Apply online.

**53 BILINGUAL LEGAL OFFICE INT**      Company Name: **Golchin and Associates**      San Diego      CWEE

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.

**21 LEGAL ADVOCATE INTERN**      Company Name: **Employee Rights Center**      San Diego      CWEE

The ERC is the only non-profit program in the San Diego area that provides education and advocacy to all workers about their workplace rights and benefits. Seeking students who are bilingual in the following languages: Spanish, Tagalog, Arabic, Mandarin, Cantonese and Amharic.

**112 PARALEGAL INTERN**      Company Name: **CA Department of Justice**      San Diego      CWEE

Excellent Internship opportunity. This position is unpaid with flexible hours. The intern will work under direct supervision in the Business & Tax section of the San Diego office of California DOJ, Deputy Attorney General, and will assist attorneys, possibly for other sections and probably including work performed for attorneys in other cities (travel would not be required however). Common tasks would include document preparation and organization, light research and assisting attorney preparing for hearings or trials. Applicants will need to pass a DOJ background check. Interested students need to acquire approval of Paralegal Faculty.

**42 LEGAL RESEARCH & WRITER**Company Name: **Consolidated Consultants Co.**

Chula Vista

CWEE

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.

**169 LEGAL ASSISTANT**Company Name: **The Sexton Law Firm**

Chula Vista

CWEE

HRS/DAYS: 5- 25 hours per week. Monday - Friday JOB DUTIES: Legal assistant intern will serve as an assistant and shadow the attorneys and paralegals. They will assist with various legal matters. REQ SKILLS: Experience with Microsoft Word, typing proficiency 40-60 wpm. Strong communication skills. Strong work ethic and ability to be critiqued and a desire to learn. HOW TO APPLY: Call for an appointment - Email

**61 LEGAL INTERN**Company Name: **Law Office of Teresa Burris**

Chula Vista

CWEE

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.

**83 LEGAL OFFICE INTERN**Company Name: **Talamantes Immigration Law Firm**

Chula Vista

CWEE

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. To apply: call for an appointment or email your resume.

**145 PARALEGAL**Company Name: **Law Office of Edward Orendain**

Chula Vista

CWEE

The law office of Edward Orendain focuses its entire practice on immigration law. We have an opening for an entry-level paralegal internship position. This will be an unpaid internship. We offer a flexible schedule and can accommodate either a two or three day schedule. Brief Summary of Duties The duties consist primarily of preparation and filing of immigration applications, filing, organizing of files, and follow-up with clients and law enforcement. Required Skills: Applicants must be bilingual (English/Spanish), must be willing to interact with potential clients, be organized and a self-starter. To apply: email your resume.

**128 PARALEGAL INTERN**Company Name: **Cross Law Corporation**

San Diego

CWEE

Looking for a paralegal intern, or an administrative intern who is interested in learning about the legal field. Duties may include: preparing pleadings and discovery, electronic filing with the court, maintaining hard copy files, calendaring, scheduling depositions, preparing exhibits for trial, communicating with clients via phone and email. If you want to have a hands on learning experience, this is the right internship for you. This could become a paid position for the right candidate in the near future. Required Skills: Would prefer proficiency in Word and QuickBooks. Bilingual is a plus but is not mandatory. How to Apply: Email Resume.

## Logistics/Transportation

**204 LOGISTICS/TRANSPORTATION**Company Name: **Mramar Customs Brokers, Inc.**

San Diego

CWEE

Customs Brokerage/Freight Forwarding company is currently seeking a qualified candidate for a paid Internship position with our company in the Otay Mesa area. This is an excellent opportunity to learn about International Logistics with hands-on experience. Must have excellent communications skills, be a team player and proficient in MS Office. This Internship will provide you the opportunity to learn: Customs regulatory procedures; FDA, USDA and other OGA regulatory procedures; Auditing of shipping documents, Powers of Attorney's and other international shipping documentation; Logistics process and Warehouse procedures. Internship could lead to full-time position. Please no phone calls. To apply: Email resume and have recommendation of a Logistics/Transportation program faculty.

**66 LOGISTICS/CUSTOMS INTERN**Company Name: **MAR Brokerage Corp.**

San Diego

CWEE

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.

## Management

**205 MANAGEMENT INTERN**Company Name: **SWC Cares Closet**

Chula Vista

CWEE

SWC is seeking a motivated student to assist in the management of the SWC Cares Clothing Closet. Student will learn and practice real-world non-profit management, merchandising, operations management and marketing. Student needs to explore ways to streamline processes for managing the closet such as an info system to manage inventory. Desire to learn business, customer service orientation, positive attitude, self-starter, management skills, marketing skills. Social media skills for encouraging more donations.

## MARKETING

**39 MARKETING INTERN**Company Name: **Chic Execs**

Vista

CWEE

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.

**57 SALES AND MARKETING INTER** Company Name: **KSDY 50** Chula Vista CWEE

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.

**8 EVENT PLANNING INTERN** Company Name: **New GateWay Solutions Corporation** Chula Vista CWEE

Hours Per Week:8-10. Event Planning Interns will be responsible for assisting the organization in the planning and execution of New GateWay events, including confirming vendors and venues, designing event layouts, finding potential corporate sponsors and preparing marketing materials for each event. Knowledge of Microsoft Office suite and desire to learn new software. To apply: Visit our website [www.ngsc.org](http://www.ngsc.org) and fill out one of our intern/volunteer forms or email HR Supervisor at [akoruthu@ngsc.org](mailto:akoruthu@ngsc.org)

**9 MARKETING/SOCIAL MEDIA INT** Company Name: **New GateWay Solutions Corporation** Chula Vista CWEE

Hours Per Week: 8-10. Duties: Serve new businesses by creating, maintaining, and teaching owners how to use social media accounts (Facebook, Pinterest, Twitter, Instagram). Publicize main season events in community. Ability to create oral/visual presentations to represent marketing plan to current and prospective business clients. Developing a marketing plan for our various and the startup businesses we walk alongside. Graphic design, photography, and video production experience a plus. Required Skills: Have completed at least 1 year of college (preferred). Have access to reliable transportation. Excellent writing, editing and research skills. Ability to work in a flexible, fun, and strongly team-oriented environment Able to work independently and take initiative when necessary. Must be able to prioritize, be dependable, and manage projects. Strong organization and time management skills Knowledge of Microsoft Office suite and desire to learn new software. To apply: Visit our website [www.ngsc.org](http://www.ngsc.org) and fill out one of our intern/volunteer forms or email HR Supervisor at [akoruthu@ngsc.org](mailto:akoruthu@ngsc.org)

**13 MARKETING INTERN** Company Name: **South County Economic Development Council** Chula Vista CWEE

12-15 hours week. Assist with work on projects related to economic development. This is a fast-paced office directly involved with South County's economy and new businesses. Email resume and cover letter. Indicate what you would like to accomplish during your internship.

**19 MARKETING/COMMUNICATION** Company Name: **Unified Port of San Diego** San Diego CWEE

The purpose of a Marketing and Communications Intern is to provide an insight into all aspects of event organization, including promotion and marketing strategy development, sponsorship and event coordination to complement the education and career objectives of the intern. Must be enrolled in at least 12 units and have a valid Driver License. Applications will only be accepted online. We do not accept hard copy applications. NOTE: A COLLEGE UNITS VERIFICATION FORM OR TRANSCRIPT MUST BE SCANNED AND UPLOADED TO THE ATTACHMENT SECTION OF YOUR APPLICATION.

**50 MARKETING INTERN**Company Name: **FREESTYLEMX.COM, INC.**

Jamul

CWEE

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 CUSTOMERS 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.

**31 MARKETING ASSISTANT**Company Name: **Allstate Insurance Company**

Chula Vista

CWEE

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.

**33 BUSINESS DEVL P/MARKETING**Company Name: **Bomuca International Corporation**

San Diego

CWEE

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

**44 SOCIAL MEDIA, MARKETING IN**Company Name: **Crossborder Group Inc.**

Chula Vista

CWEE

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

**116 SOCIAL MEDIA INFLUENCER IN**Company Name: **San Diego Futures Foundation**

El Cajon

CWEE

10-20 hours per week. Overview: Will report to the Business Developer. Help maintain and expand San Diego Futures Foundation social networks; Compile and distribute relevant media clips to staff and partners; Provide communications supporting, including by drafting messaging and collateral. Interest in technology; eagerness to learn; Strong written and oral communications skills. Must have familiarity with Microsoft Office and social media platforms required, experience with WordPress preferred. Apply on-line.



- 203 MARKETING/SOCIAL MEDIA INT** Company Name: **Total Financial Insurance** Chula Vista CWEE  
 FLEXIBLE WORK HOURS. JOB SUMMARY: IMPLEMENT SOCIAL MEDIA AND CRM. ASSIST IN MARKETING CAMPAIGN PLUS INTEGRATE AND DESIGN NEW PROJECTS. REQUIRED SKILLS: EXPERIENCE IS A PLUS BUT NOT NECESSARY. I WOULD LIKE TO HAVE A RESPONSIBLE AND MOTIVATED STUDENT WITH GREAT ATTITUDE. HOW TO APPLY: EMAIL YOUR RESUME.
- 201 MEDIA INTERN** Company Name: **Legal Documents Services** San Ysidro CWEE  
 Legal Document Services is seeking motivated student with marketing/media skills to help run our media advertising program; including but not limited to Facebook, Google and website promotion. Spanish and English requirement. Can lead to paid employment. Email resume and call for appointment.
- 200 MARKETING INTERN** Company Name: **Breakthru Printing** National City CWEE  
 Flex hours. Local Custom Apparel/Merchandise company seeks motivated student to Manage and Produce Content for Social Media Channels; Manage Online Ads and Website; Manage our MailChimp email blasts; Plan and Execute Email Marketing Campaigns; and assist with the production of Direct Marketing Materials and Digital Marketing Content. Should have experience in some of the following: Adobe Illustrator; Adobe Photoshop; MailChimp; Google Adwords; Instagram; Facebook Email resume or letter of interest.
- 198 MARKETING INTERN** Company Name: **Project Hollywood** Chula Vista CWEE  
 Flex hours. Seeking an intern who is interested in the Marketing and Promotions field. Experience in computer graphics and programs used to develop making flyers or any kind of promotional material. Should be creative, on task and self motivated. Social Media experience a plus. Assisting with creative marketing and promotion ideas for brands and celebrities. Will be working directly with Owner and Managing Partner. Email resume and call for an interview.
- 176 COMM/SOCIAL MEDIA INTERN** Company Name: **CanCoverIt.com** San Diego CWEE  
 Flex hours. Duties: Post content from CanCoverIt main site on a regular interval, creating engaging posts for Facebook, Instagram and Twitter. Find and forward content related to #RetrofitRevolution and title24 along with any other building/home improvement programs. Find and forward useful third party related content for homeowners. Find and forward all third party content related to CanCoverIt specifically, special emphasis on training courses and reviews. Identify partner agencies/accounts to work on cross branding on social media. #RuleYourAttic. Work on promotional content and excitement generation. Do research through polls and other questioning posts. Create sales posts and manage promotions. #YouCanCoverIt. Explore ways to add value to CanCoverIt social media presence, for example more consistent weather posting and alerts. Encouraged to think holistically about creating a valuable, coherent content stream that will grow and serve followers of the CanCoverIt social media presence.
- 171 MARKETING AND BUSINESS D** Company Name: **Luminos Global** Chula Vista CWEE  
 HRS/DAYS: 1-20 hours per week - Monday - Friday. JOB DUTIES: •Social media, Online advertising, Creative design, Blog content, Website development, Outreach to the business community, Provide support with new e-commerce website and attend meetings and industry events.  
 HOW TO APPLY: Call or email

**159 SOCIAL MEDIA INTERN**Company Name: **Lexicon-Global**

Chula Vista

CWEE

LOCAL CHULA VISTA COMPANY SPECIALIZING IN TRANSLATION/ INTERPRETATION SERVICES AND EQUIPMENT HAS PAID AND NON-PAID INTERNSHIPS AVAILABLE IN THE FOLLOWING AREAS: ADMINISTRATIVE; MARKETING; SOCIAL MEDIA. MINIMUM INTERNSHIP PER DAY IS 3 HOURS. EMAIL RESUME AND COVER LETTER OF INTEREST.

**143 DIGITAL MARKETING INTERNS**Company Name: **Vitro Agency**

San Diego

CWEE

Brief Summary: • Supporting all members of the Digital Integration and Social Media teams.

• Assist with creating social posts and content (including taking photos and videos), as well supporting and maintaining content calendars. • Maintaining all agency social channels and content, LinkedIn, Twitter, Instagram, and Facebook under the direction of the Social Media & Content Executive.

• Formatting the structure of long-format blog posts, and uploading them into WordPress. • Performing keyword research • Writing social posts and blog content • Monitoring social media engagement. Required Skills: • Can quickly format photos and videos to the correct specs of social media channels. • Has good knowledge and understanding of the primary social media channels (Twitter, Facebook, Instagram, SnapChat, etc). • Finds creative solutions for problems and can easily deal with ambiguity. • Enthusiastically volunteers to be involved in projects, big and small, throughout the agency. • Has basic understanding of on page and off page SEO techniques. • Is stoked on all things digital/social and like contributing ideas. • Is Proactive and jumps in, while asking thoughtful questions. Learning Objectives: • Gain experience in managing social media & blog content calendars. • Gain experience in collaborating with diverse members of an agency. • Build on existing experience and knowledge of SEO, format structuring, long-form content, analysis and email outreach. To apply: email your resume.

**138 MARKETING INTERNSHIPS**Company Name: **Energy Communications Corporation**

Chula Vista

CWEE

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: MARKETING. 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.

**121 MARKETING INTERN**Company Name: **Small Business Development Center**

National City

CWEE

Assist in the improvement of our marketing strategies and development of more professional marketing tools. Required Skills: Marketing, knowledge of Excel program, some presentation skills training to share to improve our presentations. Email resume. MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

**113 MARKETING INTERN**Company Name: **Organization of Real Estate Professionals**

San Diego

CWEE

Job Summary: Working in close collaboration with the Director of Marketing, the intern will assist in the following: Execute email marketing campaigns on behalf of OREP and our advertisers. Assist in course design/ construction for our online continuing education portal -Assist in lead generation and lead processing for magazine and insurance readers/ customers. Assist in administrative tasks as needed. Required Skills: We are looking for an intelligent and motivated student to assist our Director of Marketing with advertising campaigns, email marketing, course design and construction for our online continuing education portal, lead generation, lead processing, and other administrative related duties. This is a GREAT opportunity to learn about marketing and publishing while getting paid for it! Schedule and hours are flexible. How to Apply: Email your resume.

**107 ADVERTISING INTERN**Company Name: **Vitro Agency**

San Diego

CWEE

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! Seeking 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. Email Resume to apply.

**97 MARKETING/COMMUNICATION**Company Name: **Sharp Chula Vista Medical Center**

Chula Vista

CWEE

To assist the Marketing and Communications Department at Sharp Chula Vista Medical Center in its daily internal and external communications activities through the coordination of special projects, writing, research, press clipping and media list maintenance, as well as clerical and administrative support to facilitate marketing and communications goals. The candidate must have: Excellent communications skills including knowledge of principles of grammar and punctuation; Business and marketing communications writing skills; Well-versed in AP writing style; Must be detail-oriented and have excellent organizational ability; Skilled in using Outlook, including Office, Word and Excel; Experience with or interest in social media; Ability to work in a fast-paced environment. The candidate will be responsible for the following: Maintain social media calendars; Develop social media content ; Develop content for Experience Sharp magazine, Sharp HealthCare's internal magazine, and Sharp Health News, Sharp's online newsroom; Assist with preparation and distribution of press releases and media advisories; Track Sharp Chula Vista mentions in broadcast, print and online media. Must have proof of TB screening and MMR and Tdap immunizations. How to apply: email resume to [laura.holloway@sharp.com](mailto:laura.holloway@sharp.com)

**103 MARKETING/START UP BUSINE**Company Name: **Kitchens for Good**

San Diego

CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Nonprofit Administration Program hosts brilliant volunteers to help out with organizational tasks, from organizing our databases to cultivating KFG's social media presence. Complete Volunteer Form on line at website and then email resume or note of interest.

**80 INTERNET MARKETING INTERN**Company Name: **South Coast Dental**

National City

CWEE

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.

**89 MARKETING INTERN**Company Name: **Renewing Life Senior Transportation**

Chula Vista

CWEE

Assist in the improvement of our marketing strategies and development of more professional marketing tools. Required Skills: Marketing, knowledge of Excel program, some presentation skills training to share to improve our presentations. We are a small nonprofit senior transportation company expanding our volunteer drivers program for the South Bay. We do the some of the driving and have limited time to develop the program. We are looking for someone who can help us expand our vision and improvement of the marketing tools we need.

**70 MARKETING INTERN**Company Name: **Outlets at the Border**

San Ysidro

CWEE

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.

**81 MARKETING INTERN**Company Name: **SPARTA55**

Chula Vista

CWEE

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.

**67 MARKETING INTERN**Company Name: **National City Chamber of Commerce**

National City

CWEE

FLEX 12 HR WK. CONDUCT PHONE SURVEYS OF CHAMBER MEMBERS. Assist with Marketing Developmnty. PROMOTE CHAMBER MEMBERSHIP TO BUSINESS. KNOWLEDGE OF MARKETING AND SURVEY TECHNIQUES. GOOD TELEPHONE AND VERBAL SKILLS.

**74 MARKET RESEARCHER INTER**Company Name: **San Diego Model Management**

San Diego

CWEE

12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS MARKETING/COMMUNICATIONS MAJORS TO INTERN IN CONDUCTING WORLDWIDE MARKET RESEARCH FOR IMAGE ANALYSIS AND TRENDS. \*MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. CALL.

Photography

**174 PHOTOGRAPH INTERN**Company Name: **Michelle Mattox Photography**

CWEE

Seeking intern who knows basic Photoshop and Lightroom and perhaps wants to own their own photography studio. They will also be able to observe and assist at sessions. Call to apply and email resume.

**Radio/TV****161 PRODUCTION/EDITING INTERN**Company Name: **Televisa San Diego/Tijuana**

Chula Vista

CWEE

Production/Editing Intern will be deployed by the producer and by other film/television production staff to assist wherever they are needed on productions. Their responsibilities vary considerably depending on where Production/Editing Assistant are assigned. In the office duties typically include: paperwork and data entry, arranging production filming locations, speaking w/locations to reserve for filming, photocopying, general office administration, and distributing production paperwork. Editing will require knowledge of Adobe Premier and other Adobe Creative Suite programs. On location will require, at times, filming.

The Ideal Production/Editing Intern:

- Has experience with Adobe Premiere CC (or has a passion to learn it inside and out!)
- Can look through hours of raw footage and determine what shots/scenes are good selections to include in a cut.
- Has experience with (or an interest in learning) Color Correction, Sound Design / Sound Mixing, VFX and other editing software including: ADOBE AFTER EFFECTS.

Production/Editing Intern must be flexible and well organized, and be able to think on their feet. They should be able to relay messages quickly and accurately, while paying due regard to the need for silence when on set. They should have strong verbal and written communication skills, be able to take orders, and to show tact and deference towards those in positions of authority and greater responsibility. They must be punctual and enthusiastic, and understand the importance of taking detailed notes and recording expenditure accurately. They should be level headed, and able to work calmly and effectively under pressure. Production/Editing Intern must be able to contribute to good working relationships, and to create a positive atmosphere on the production. They should have good secretarial skills, and be computer literate in standard word processor, spreadsheet and email programs. They should also be aware of health and safety issues, and ensure that their actions do not constitute a risk to themselves or to others. Ability to speak Spanish is a must. To apply: email your resume.

**54 PRODUCTION INTERNSHIP**Company Name: **In-Flight Media**

Encinitas

CWEE

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.

**134 KFMB - AM**Company Name: **KFMB STATIONS**

San Diego

CWEE

Internships are geared toward a better understanding of radio programming, including 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. NOTE: Applicants should specify if requesting a radio, TV, Interactive Media or HR internship.

**125 RADIO/TV INTERNSHIPS**Company Name: **KFMB STATIONS**

San Diego

CWEE

We have various internships: HUMAN RESOURCES INTERNSHIP, CBS NEWS 8 INTERNSHIP, KFMB-RADIO PROMOTIONS INTERNSHIP, etc. Internships are unpaid and therefore interns must be enrolled in a college or university internship program that provides school credit in exchange for no pay. Please visit our website to read on further details on our internships. To apply: please email your resume and cover letter. Be sure to let them know that you were referred by SWC Student Employment Services. NOTE: Applicants should specify if requesting a radio, TV, Interactive Media or HR internship.

**58 POST-PRODUCTION ASSISTANT**Company Name: **KSDY 50**

Chula Vista

CWEE

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 compositing 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.

**59 MEDIA EDITOR**Company Name: **KSDY- Canal 50**

San Diego

CWEE

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****71 REAL ESTATE INTERN**Company Name: **Pacific Rim Property Management**

Poway

CWEE

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.

**63 REAL ESTATE ADMIN INTERN**Company Name: **Lisa Morgan Homes Real Estate**

Chula Vista

CWEE

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.

**24 PROPERTY MANAGEMENT ASS**Company Name: **Center City Properties**

San Diego

CWEE

Intern must be open to working on a variety of projects. Everthing from social media management to assistance in the office. Working on vaious marketing projects, such as managing listing websites, lising flyers, mailers, reports, etc. You will learn various tools, software, protocol crucial in the real estate industry. You will also be trained in property management. Must be proficient in MS Office (Word, Excel, Outlook) and must have own transportation.

**38 REAL ESTATE INTERN**Company Name: **Century 21 Award**

Chula Vista

CWEE

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.

**84 REALESTATE INTERN**Company Name: **Top Agent Team**

San Diego

CWEE

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.

**99 REALTOR ASSISTANT INTERN**Company Name: **Realty Executives Dillon**

Chula Vista

CWEE

Excellent opportunity to learn residential real estate from the ground up. I will teach you and you will learn:

1. What to say to homeowners and potential home buyers when prospecting
2. How to market to homeowners using all the latest tools
3. Learn the value of property in different neighborhoods
4. Techniques to create a six figure income year after year
5. How to conduct market research to get accurate market prices of homes
6. Learn how to set appointments and be an expert on the phone
7. Learn how to create and write effective marketing pieces
8. How to update and maintain your own database
9. How to overcome objections

Email Resume to apply.

### Social Media

**214 SOCIAL MEDIA INTERN**Company Name: **Mino Pro Media Group**

San Diego

CWEE

Flex hours. Seeking creative and self-motivated individual to train about the ins and outs of different social media platforms. Must have great knowledge of Instagram, Facebook, and Twitter account managements and different genres of photography. We have several natinal clients that we need to showcase. Will provide content each day and must have attention to detail for insuring accuracy of photo captions and written material.

### SOCIAL SVC

**34 COMMUNITY OUTREACH INTER**Company Name: **Burn Institute**

San Diego

CWEE

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.

**3 PARENTING & YOUTH SERVICE**Company Name: **Jewish Family Service of San Diego**

San Diego

CWEE

Parenting and Youth Services strive to ensure that San Diego families are connected to positive parent education, mentorship and support for family life issues at all ages and stages. Whether you're a new parent, a single parent or a parent of an adolescent, our programs are designed to strengthen you, your family and the community. Internships include roles such as Child Activity Helpers, programmatic and administrative support. Email resume and cover letter indicating position title and subject line.



**114 STUDENT & FAMILY SUPPORT I** Company Name: **United Way of San Diego County** San Diego CWEE

Job is open to: Only Southwestern College Students. Interns in the Every Student, Every Day program are placed at elementary school sites to support school-wide efforts that positively impact the climate and culture around attendance. Additionally, interns provide case management support for students who are on track to be chronically absent, and for their families. Interns will support the student's attendance and any current family stability challenges. The objective is to engage the school community in activities that encourage the importance of attendance, and for individual students and families to receive targeted support that boosts family stability and student attendance rates. Required Skills: Experience working with youth and/or families Demonstrated passion for supporting the community Team player Reliable Self-starter Bilingual Spanish or Vietnamese highly preferred. Internship can be done for school credit. Preference to students studying Social Work, Psychology, Sociology, Communications, or other related field. Internship requires a commitment for the school year (Fall 2017-Spring 2018) at a minimum of 12 hrs/week. How to Apply: Email Resume

**2 GERIATRIC CARE MANAGEMEME** Company Name: **Jewish Family Service of San Diego** San Diego CWEE

This home-based care management program for older adults assists and aids older adults to age in place or helps find appropriate living arrangements. JFS works with older adults and their families to develop a detailed plan of care, including recommendations and referrals. Internships include roles such as case aides and programmatic support. Email resume and cover letter indicating position title and subject line.

**146 SOCIAL SERVICES INTERN** Company Name: **Able Disabled Advocacy** San Diego CWEE

Seeking students with the following majors: Social Services, Social Work, Public Administration, Business or a related field  
Job Description: Assist Program Specialist with data entry, clerical work, meeting with opportunity youth individually, and participate in community outreach programs. Must be enrolled in a Cooperative Work Experience Class BUS 290 or PD 290 for credit. Call or email resume to apply.

**149 PROGRAM SPECIALIST INTERN** Company Name: **Able Disabled Advocacy** San Diego CWEE

Looking for a innovative and driven individual who would like experience in the non-profit sector, working directly with opportunity youth. Duties include, but are not limited to, assisting the Program Specialist in an array of areas with various administrative duties, including working with students individually, contacting/recruiting potential students, and following-up with students on a daily basis. Position is unpaid. Ability to work both independently and in a positive/collaborative work environment Ability to work with opportunity-youth on an individual basis Ability to preform all clerical duties, including filing and answering phones Ability to develop student files Proficiency in Microsoft Word. To apply: call for an appointment.

**1 AGING & WELLNESS SERVICES** Company Name: **Jewish Family Service of San Diego** San Diego CWEE

The Aging & Wellness Division supports programs geared to support older adults in Social & Wellness Centers, Nutrition Services, Fix-It and On the Go. Interns work within these programs to ensure that older adults live in a safe, active, and healthy environment. Our programs allow older adults maintain their independence throughout their aging process. Internship roles include programmatic and administrative support. Email resume and cover letter indicating position title and subject line.

## Sports

**208 EXERCISE SCIENCE INTERN** Company Name: **Health First Fitness Club** Chula Vista CWEE

Flex hours. Assist people with exercise routines. Location on campus.

## Telemedia

**157 FILM/VIDEO INTERN**Company Name: **Lexicon-Global**

Chula Vista

CWEE

LOCAL CHULA VISTA COMPANY SPECIALIZING IN TRANSLATION/ INTERPRETATION SERVICES AND EQUIPMENT HAS PAID AND NON-PAID INTERNSHIPS AVAILABLE IN THE FOLLOWING AREAS: BROADCAST SOUND ENGINEER; FILM AND VIDEO; GRAPHIC DESIGN. MINIMUM INTERNSHIP PER DAY IS 3 HOURS. EMAIL RESUME AND COVER LETTER OF INTEREST.

**52 CREATIVE WRITER, VIDEO EDI**Company Name: **FreshForm Interactive**

San Diego

CWEE

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.

**117 VIDEOGRAPHER / EDITOR INTE**Company Name: **Video Telepathy**

San Diego

CWEE

Part-time. Intern responsibilities: Responsibilities include (but are not limited to): Camera/teleprompter operation, audio monitoring, quality control, importing and transcoding footage, media asset management, editing in Final Cut Pro X and Adobe After Effects, rendering and compressing for web based platforms. Below are examples of a VideoTelepathy video package. It includes a Sales/Product Review Video, Facebook Ad Video, and the package also includes an Instagram Ad Video, a Youtube Pre-Roll Ad Video, and a Retargeting Video. Stress Relief Candle Sales Video - [http://media.videotelepathy.com/videos/174\\_44777.mp4](http://media.videotelepathy.com/videos/174_44777.mp4)

Stress Relief Candle Facebook Ad Video - [http://media.videotelepathy.com/videos/175\\_83743.mp4](http://media.videotelepathy.com/videos/175_83743.mp4)

Job Requirements: Applicants preferred to have completed at least 1yr of college. Studies should include Information Technology / Multimedia ad Visual Communication. Applicant must have a laptop computer capable of editing HD video footage and creating HD graphics. Laptop must have editing software capable of chroma keying and multi layer editing. Applicants preferred to have completed at least 1yr(s) of college. Must be creative and flexible. Ability to take critiques to improve quality of work. Knowledge in Adobe Photoshop, After Effects, Illustrator. Knowledge sets should include: videographer, film-maker, film and television, footage, production assistant, postproduction, studio cameras, Final Cut Pro, shooting, camera operation, camera man. Those interested in applying should email their resume and demo reel to [Info@videotelepathy.com](mailto:Info@videotelepathy.com). (NOTE: candidates who do not submit a resume/demo reel will not be considered). About Video Telepathy <http://www.videotelepathy.com/> VideoTelepathy is a creative team of filmmaking professionals and marketing veterans creating the hands-down the best eCommerce video production service available.

**175 AUDIO ENGINEERING INTERN**Company Name: **Twilight in the Park Concerts**

San Diego

CWEE

Summary: Our concert season begins Tue., June 19th and continues through Thu., Aug 30th. Concerts occur every Tue, Wed & Thu. Work begins at 3pm & continues until 9pm at the latest. Interns must commit to working 1dy/wk. If you want to work more than 1dy/wk, we will try to arrange it) In early June there will be 2 pre-season set-ups & tests of our system. These pre-season sessions serve as the beginning of training for interns. We would like you to attend both sessions, if possible. Dates are: Wed 6/6 & Thurs 6/14, starting at 3pm & ending before 9pm. The work consists of setting up our complete sound system--both the main system and stage monitor system--for each concert. You will be given detailed instruction and close supervision. After each concert the system must be taken down and put back in storage. Required: Desire to know how to successfully set-up and use a professional sound system. Appreciation of quality sound. Work well w/others. Able to listen attentively. Love of music is a real asset. How to Apply: Email Resume

**46 PRODUCTION, PROMOTIONS &** Company Name: **Energy Communications Corporation** Chula Vista CWEE

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. 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.

**104 FILMMAKER** Company Name: **Kitchens for Good** San Diego CWEE

At Kitchens for Good, volunteer engagement is central to our organizational ecosystem. It is our goal to provide meaningful opportunities for engagement and help our volunteers thrive and grow within their roles. In volunteering at Kitchens for Good you are joining us in our mission to break the cycles of food waste, poverty and hunger through workforce training, healthy food production, and social enterprise. Our Nonprofit Administration/Office Support Program hosts brilliant volunteers to help out with organizational tasks, from organizing our databases to cultivating KFG's social media presence. Complete Volunteer Form on line at website and then email resume or note of interest.

### Various

**151 PHOTOGRAPHY INTERN** Company Name: **Silent Pocket LLC** San Diego CWEE

Total Hours Per Week: 16-20. We are looking for qualified interns to work side by side with the CEO. Our consumer brand is called Silent Pocket and we make wallets, bags and cases that require consistent image content for ecommerce and social. Duties will include lifestyle and studio photography of products. Required: Strong communication skills, creative, professional or aspiring photographer, Adobe Photoshop. We are a growing product line of wallets, cases and patented bags that focus on sleek design with the added benefit of privacy, security and health. To apply: email your resume.

**28 VARIOUS INTERNSHIPS** Company Name: **Internships San Diego** San Diego CWEE

Multiple listings of Internship opportunities throughout San Diego areas. A first step in discovering your internship. <https://www.linkedin.com/jobs/summer-intern-jobs-san-diego-ca>

**29 VARIOUS INTERNSHIPS** Company Name: **Summer Internships San Diego** San Diego CWEE

Multiple listings of Internship opportunities throughout San Diego areas. A first step in discovering your internship. <https://www.indeed.com/q-Summer-Internship-l-San-Diego,-CA-jobs.html>

**62 INTERNSHIPS (VARIOUS)** Company Name: **Lexicon-Global** Chula Vista CWEE

LOCAL CHULA VISTA COMPANY SPECIALIZING IN TRANSLATION/ INTERPRETATION SERVICES AND EQUIPMENT 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 INTERNSHIP PER DAY IS 3 HOURS. EMAIL RESUME AND COVER LETTER OF INTEREST.

**115 SUMMER STUDENT WORKERS**Company Name: **Unified Port of San Diego**

San Diego

CWEE

We have 50 vacant positions and 20 alternate positions to fill for the summer June 5 thru Sept 14. If you are interested in paid summer work experience you must sign up in person at the Port of San Diego Building, 2pm on June 3. A lottery drawing will be held at 2:30pm and you must be present if your name is drawn. Please bring a State or School photo ID. You must be between 16 and 21 years old on the day of the lottery and you must have been a full-time student in the spring of 2017. Must be able to work a minimum of 4 hours and up to 8 hours per day Monday thru Thursday. Address: 3165 Pacific Highway San Diego, CA 92101.

**141 ANIMAL CARE INTERN**Company Name: **Living Coast Discovery Center**

Chula Vista

CWEE

We are seeking animal lovers and those looking for a career in marine biology, zoology, or related fields, to work at our center in the animal care department. Work in either the aquarium department alongside our aquarists or in the bird department with our avian care specialists. Duties include husbandry and care of animals, cleaning, diet preparation, feeding, training, delivering educational presentations, assisting staff with other animal related chores. Required Skills: Able to work in a team environment • Comfortable with public speaking and providing customer service • Able to lift 50 lbs and be able to perform physical tasks such as standing, walking, bending, and lifting • Be comfortable handling deceased animals such as fish, mice and rats • Able to work in outdoor conditions including sun, rain, wind, and heat • Be willing to learn about all aspects of animal care • Help with any tasks requested by the supervisor with a positive attitude. • Internship will run for 16 weeks • Interns will spend 16 weeks working with birds or aquatics depending on availability and applicants. • Shifts run from 8:00am – 3:30pm, with a minimum of two days per week availability • Interns will be responsible for one project that they will be able to work on over the course of the internship, and will participate in other professional learning activities. To apply: email your resume today.