

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, September 01, 2015 **Count** 88

Job ID

Accounting

25341 ACCOUNTING INTERN

Company Name: Harmonium

San Diego

92126-

Job is open to: Only Southwestern College Students Who Are Currently Enrolled in a CWEE Course Only. Harmonium Mission: To promote well-being and self-sufficiency in children, youth, and adults through creative education, intervention, and prevention services rooted in collaboration with neighborhoods and families. Part Time. Hours: 10-15 hours. General Description: Accounting intern will assist accounting team with various projects that will enable practical learning of accounting applications. Learning Goals: Learn tools and methodologies needed to succeed in accounting through performing basic accounting tasks. Focus on areas such as accounts receivable, accounts payable, journal entries and perform other duties as required. For detailed information on Essential Functions: Communication; Provide phone backup for receptionist as needed. Agency Leadership, Job Complexity, Accountability, Decision Making, Staff Supervision, Minimum Competencies, Physical Requirement, Disclaimer, and to apply: Please visit Harmonium's website at www.harmoniumsd.org/employment/ for application instructions. A resume is required. Additional documents i.e. References and CL may be uploaded when applying through www.harmoniumsd.org/employment/. EOE

25002 CLIENT SERVICES ACCOUNT I

Company Name: Vitro

San Diego

92106-

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

ART

Job ID

18488 PHOTOGRAPHER ASSISTANT

Company Name: San Diego Model Management

San Diego

92108-

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

Child Dev

18503 INTERN/CHILD CARE

Company Name: Carmen's Early Literacy Academy Family Day

Chula Vista

91911-

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

CLERICAL

18436 INTERN/OFFICE

Company Name: San Ysidro Chamber of Commerce

San Ysidro

92173-

FLEX 12 HR WK. LOCAL CHAMBER OF COMMERCE SEEKS STUDENT WITH GENERAL OFFICE SKILLS TO ANSWER MULTI-LINE PHONES, DATA ENTRY, SPREADSHEETS AND FILE. BILINGUAL SPAN/ENG REQUIRED. SEE SPECIALIST FOR ENROLLMENT INFORMATION. CALL FOR APPOINTMENT. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

23748 OFFICE ASSISTANT INTERN

Company Name: American Factory Wheels

San Diego

92120-

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

22905 TAX SITE COORDINATOR

Company Name: Thrive San Diego; Dreams for Change

San Diego

92163-

15hrs/wk. Temporary- Days flexible. EXPERIENCE: Proficient in Windows, MS Office programs & Internet use. Effective verbal, presentation & listening communications skills. Ability to travel & work off campus. Willingness to learn both taxes & CalFresh program. DUTIES: Lead efforts to build collaboration within Southwestern College student organizations, businesses and community- based organizations to recruit VITA and SNAP volunteers. Provides coordination, organization, and supervision of the tax site. Lead efforts to coordinate recruitment, training and scheduling of volunteers for tax preparation and public benefit screening. Conduct benefit screening and tax preparation as needed. Email your resume. *MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

22859 CLERICAL

Company Name: HealthIPAS

Chula Vista

91910-

CLERICAL DUTIES. TRAINING WILL BE PROVIDED. HOW TO APPLY: PLEASE CALL. * MUST BE CURRENTLY ENROLLED IN A CWEE COURSE..

19771 CLERICAL SUPPORT

Company Name: Chula Vista Public Library

Chula Vista

91910-

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

22670 MANAGEMENT ASSISTANT INT

Company Name: Fondo de Cultura Economica (FCEUSA Inc)

San Diego

92154-

This internship requires a minimum of 16 hours per week. From 3 or 6 months depending on intern performance and decision. Requirements: Bilingual, Administrative skills, detail oriented, Basic knowledge of Microsoft Office (Excel). Activities/duties: Data base updates, library inventory, financial reports reviews and fulfillment, file organization and report writing. How to apply: Call or email your resume. *MUST BE CURRENTLY ENROLLED IN A CWEE COURSE.

19174 CREATIVE SERVICES (ADVERTI

Company Name: NBC 7/39

San Diego

92101-

15 hrs/week. Flexible hours. Interns will be responsible for assisting with photo shoots, collecting props for photo shoots, logging tapes, and organizing promotion's tape library. Will learn about the many processes associated with advertising and promotions. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents.**Must be SWC Student**

24262 LOGISTICS/CUSTOMS INTERN

Company Name: MAR Brokerage Corp.

San Diego

92154-

Local U.S. Customs Brokerage company seeking interns to assist with Logistics and Customs operations. Must be enrolled in a Logistics and Transportation or Customs program at a college. Must also be enrolled in a Work Experience Class that allows a student to earn credit. Call.

19031 ADMIN. ASSISTANT INTERNSHI

Company Name: Livesay Capital Solutions

San Diego

92108-

LENGTH 3-6 MONTHS. MON-FRI. JOB DUTIES: ANSWERING PHONELINES, SCHEDULING APPOINTMENTS, KEEPING CALENDAR UPDATED, CUSTOMER SERVICE, SEMINARS COORDINATION, MAILING AND CUSTOMER COMMUNICATIONS. SKILLS REQUIRED: CRITICAL THINKING ABILITY, COMMUNICATING WITH CUSTOMERS, KNOWLEDGE OF MICROSOFT OFFICES, FRIENDLY AND COURTEOUS ATTITUDE. OFFICE WORK REQUIRED. CALL FOR APPOINTMENT, APPLICATION REQUIRED, & RESUME REQUIRED. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

24984 OFFICE MANAGER

Company Name: Compatible Home Care

Chula Vista

91910-

Job is open to: *CURRENT SOUTHWESTERN CWEE STUDENTS ONLY. Work Schedule: Monday - Thursday. Prepare and review operational reports and home care schedules to ensure 100% staffing. Assist with the hiring of home care professionals. Complete work schedules, manage calendars, and arrange appointments. Verify accuracy of billing data and revise any errors. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information. Operate office machines, such as photocopiers, facsimile machines, voice mail systems, and personal computers. Answer telephones, direct calls, and take messages. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Acquire, distribute and store supplies. Contact customers to obtain or relay account information. Required Skills: knowledge with the use of office equipment such as a computer, facsimile, phone system, and photo copy machines. How to Apply: Apply in Person or Fax Resume.

Job ID

18514 INTERN/COMMUNICATIONS

Company Name: San Diego Natural History Museum

San Diego

92112-

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

18508 CLERICAL ASSISTANT

Company Name: SWC

National City

91950-

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

18504 REALESTATE INTERN

Company Name: Top Agent Team

San Diego

92131-

FLEX 10 HR WK. REAL ESTATE REFERRAL COMPANY SEEKS STUDENTS WHO ARE INTERESTED IN GAINING VALUABLE PRACTICAL EXPERIENCE IN THEIR MAJOR: BUSINESS, MARKETING, REAL ESTATE, TELEMEDIA, JOURNALISM. SOUTH BAY AREA INTERNSHIP OPPORTUNITIES EXIST. CALL. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

21660 TRASH TALKERS COALITION P

Company Name: Trash Talkers Coalition

National City

477-4451, ext.

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

18476 OFFICE ASSISTANT

Company Name: San Diego Model Management

San Diego

92108-

12 HR WK. LARGE AND VERY ACTIVE MODEL AND TALENT AGENCY SEEKS BUSINESS/OFFICE MAJORS TO INTERN IN OFFICE ADMINISTRATION AND ASSIST ON PHOTOSHOOTS OR IN RESEARCHING LOCATIONS FOR PRODUCTIONS. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

21089 INTERN/OFFICE ASSISTANT

Company Name: A Time to Dance

San Diego

92104-

5 - 12 hrs per week. Monday, Tuesday, Wednesday, Thursday, some Saturdays. We want someone w/customer service experience, excellent phone skills, and a professional appearance. Duties: Signing in clients, answering phones, confirming and canceling, appointments, and general customer service. This is an Intern based scholarship with the #1 dance studio in San Diego. We are looking for either dance; business or graphic arts students who want to build their resume. The intern must be 21 or over. Studio has over 25 years experience in the dance industry and is owned and operated by the West Coast producers of the San Diego Salsa Festival. Please send a resume, availability, and photo. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

25573 CEO

Company Name: Paws For Comfort

San Diego

92120-

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

25738 GENERAL CLERICAL INTERN

Company Name: Law Office of George John Ronis

Chula Vista

91910-

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

19897 ADMINISTRATOR

Company Name: New Technical Solutions, Inc.

Chula Vista

91910-

JOB DUTIES: COMMUNICATION: Phone, office, customer reception & customer emails. DATA ENTRY: Accounting, using QuickBooks Pro, General office forms & correspondence, using Microsoft Word & Excel, contact management, using ACT, forms, using Adobe Acrobat Pro. CUSTOMER SERVICE: Manage customer service request for accounting & collections; order & shipping issues, manage customer service request for sales; defectives & product issues, manage internal customer service request. OFFICE MAINTENACE: Filing, labeling, archiving, scanning, Shredding. TEAM WORK: Weekly company meeting, training, planning & projections. REQ SKILLS: Minimum of four hour per day, morning or afternoon sessions available. Ideal weekly time would be five days per week. Employment review at end of internship for school credits & possible employment or continue internship. HOW TO APPLY: Email w/ resume or description of why you would like to be an intern. OR CALL ask for Roberto Romero let them know you are inquiring about internship.

Computer

24251 PHOTOGRAPHER/ CINEMATOG

Company Name: Young Productions

Chula Vista

91911-

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

19180 INFORMATION TECHNOLOGY

Company Name: NBC 7/39

San Diego

92101-

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

Job ID

22669 GRAPHIC DESIGNER

Company Name: Fondo de Cultura Economica (FCEUSA Inc)

San Diego

92154-

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

24259 MEDIA EDITOR

Company Name: KSDY- Canal 50

San Diego

MUST CURRENTLY BE ENROLLED IN AN EDUCATIONAL DEGREE 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

22671 WEB DESIGNER

Company Name: Fondo de Cultura Economica (FCEUSA Inc)

San Diego

92154-

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

19185 WEB DESIGN

Company Name: NBC 7/39

San Diego

92101-

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

Culinary

24172 KITCHEN EDUCATION INTERM

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

Customer Svc

24084 BOOKING AGENT INTERNSHIP

Company Name: Sleeping Giant Music

San Diego

92109-

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

19186 CONSUMER REPORTING

Company Name: NBC 7/39

San Diego

92101-

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

24414 FLORAL DESIGNER

Company Name: Blossoms by the Beach Floral Design

San Diego

92126-

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

18452 APPOINTMENT SETTER

Company Name: Top Agent Team

San Diego

92131-

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

Education

23059 COOKING & GARDENING W/KID

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

24148 ELEMENTARY EDUCATION INT

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

25793 ACADEMIC DECATHLON 2016 I

Company Name: Sweetwater Union H.S. District

Chula Vista

91911-

Job is open to: Only Southwestern College Students who are currently enrolled in a CWEE course. Are you interested in getting introduced to multiple high schools? Do you want to learn how to plan and implement a large-scale, multiple-school, multiple-date event? As the Academic Decathlon 2016 Intern you will learn this while interacting with hundreds of students, faculty and community groups that promote teamwork, analytical thinking skills, and demonstration of knowledge and experience through a variety of genres. You will have the opportunity to provide creative ideas, while assisting high school students who prepare for most of a calendar year for the annual academic competition. The Academic Decathlon 2016 San Diego County Sweetwater UHSD Open is a ten-event scholastic competition with nine-member high school teams from throughout the county. This year's theme India. Students compete in the areas of science, literature, art, music, mathematics, economics and social science. The winning team goes on to the California state competition whose winner goes to the National Competition. You Will Learn How To: Collaborate with multiple schools and students. Organize and host Academic Decathlon competitions including setting up events. Prepare decathlon material/documents including press releases. Recruit volunteers and sponsors. Supervise multiple events and volunteers. Communicate with coaches, judges, and the community. Speak in front of large audiences while presenting at the awards ceremony. Desired Qualities: Enthusiastic, detail-oriented, organized, empathetic, problem-solver, dependable, conscientious, flexible, creative, accurate, communicator, patient, able to follow directions and also to work independently, positive role model. Must meet Sweetwater Union High School District's volunteer requirements which include an application, presentation of government ID card, verification of tuberculosis clearing and fingerprinting. TB test and fingerprinting will be provided to you at no cost. Academic Decathlon Details: The dates for the Academic Decathlon events follow:

Scrimmage: November 14, 2015 8:00 a.m. to 1:00 p.m., Castle Park High School

Speech, Interview, Essay January 30, 2016, 8:00 a.m. to 12:30 p.m. Olympian High School

Essay Scoring: February 2, 2016, 9:00 a.m. to 3:00 p.m., 1130 5th Ave., Chula Vista

Written Tests and Super Quiz February 6, 2016, 8:00 a.m. to 5:00 p.m. Olympian High School

Awards Ceremony: February 17, 2016 5:00 p.m. to 7:30 p.m., Eastlake High School

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

25487 FITNESS CAREER CONSULTAN

Company Name: Invictus Education/NAFC Personal Training

Vista

92081-

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

24150 PROGRAM COORDINATION INT

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

Engineering**19177 ENGINEERING**

Company Name: NBC 7/39

San Diego

92101-

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

Finance**19176 FINANCE**

Company Name: NBC 7/39

San Diego

92101-

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

20840 ENTREPRENUERIAL TRAINING

Company Name: Primerica Financial Services

National City

91945-

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

Graphic Arts**18596 GRAPHIC ARTIST**

Company Name: San Diego Model Management

San Diego

92108-

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

18518 GRAPHICS DESIGNER/TYPERSE

Company Name: Copy Post Printing

National City

91950-

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

Job ID

24019 ART INTERN

Company Name: Baja Traveler Magazine

Chula Vista

91914-

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

20828 CREATIVE ASSISTANT

Company Name: Electric Design Company

National City

91950-

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

Health

25139 DENTAL ASSISTANT

Company Name: The Great Dental Group

Chula Vista

91910-

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

Hospitality

24147 SPECIAL EVENT CORDINATOR

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

24144 GALA INTERNSHIP

Company Name: Olivewood Gardens and Learning Center

National City

91950-

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

LANDSCAPE

Job ID

24423 GARDENER ASSISTANT

Company Name: Japanese Friendship Garden Society of SD

San Diego

92101-

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

LEGAL

18469 VOLUNTEER

Company Name: Law Office of Teresa Burris

Chula Vista

91910-

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

25338 LEGAL RESEARCH & WRITER

Company Name: Consolidated Consultants Co.

Chula Vista

91910-

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

18592 BILINGUAL LEGAL OFFICE INT

Company Name: Golchin and Associates

San Diego

92101-

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

Marketing

24252 MARKETING

Company Name: Young Productions

Chula Vista

91911-

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

24339 BUSINESS DEVL P/MARKETING

Company Name: Bomuca International Corporation

San Diego

92154-

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

18593 SPECIAL EVENTS ASSISTANT

Company Name: City of Chula Vista

Chula Vista

91910-

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

18552 INTERN/OFFICE

Company Name: National City Chamber of Commerce

National City

91950-

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

18521 INTERN

Company Name: South County Economic Development Council

Chula Vista

91911-

FLEX 12 HR/WK. LOCAL ECONOMIC DEVELOPMENT COUNCIL SEEKS INTERNS FOR VARIOUS POSITIONS IN THE AREA OF WRITING ARTICLES, PRODUCING PUBLICATIONS, ECONOMIC DEVELOPMENT, EVENT PLANNING, AND MARKETING. TRAINING PROVIDED. CALL FOR APPOINTMENT. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

24998 MARKETING EXECUTIVE

Company Name: SPARTA55

Chula Vista

91910-

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

25231 INTERN

Company Name: Chic Execs

Vista

92081-

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

25282 INTERN

Company Name: The Outlets at the Border

San Ysidro

92173-

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

18569 MARKET RESEARCHER

Company Name: San Diego Model Management

San Diego

92108-

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

23776 INTERNET MARKETING

Company Name: South Coast Dental

National City

91950-

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

20584 MARKETING ASSISTANT

Company Name: Allstate Insurance Company

Chula Vista

91910-

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

22369 SOCIAL MEDIA, MARKETING IN

Company Name: Crossborder Group Inc.

Chula Vista

91910-

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

19179 SALES/ MARKETING

Company Name: NBC 7/39

San Diego

92101-

Interns will accompany the staff on ascertainment appointments, assist in the creation of sales presentation materials, and construct research for a potential client. Will learn how to document commercial schedule postings for advertisers and monitor website advertising activity. In addition, interns may be called on to assist in trafficking, which will include contract filing, assisting in the preparation of on-air long, and learning the functionality of when and how commercials air. 15 hrs/wk. Flexible hours. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS. See webpage for internship application documents. **Must be SWC Student**

19240 COMMUNICATIONS

Company Name: Burn Institute

San Diego

92123-

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

19241 SPECIAL EVENTS INTERN

Company Name: Burn Institute

San Diego

92123-

PARTIME POSITION. NO EXPERIENCE REQUIRED. JOB DUTIES: CREATION AND MAILING OF SPONSOR/ AUCTION PACKETS TO INCLUDE DATA ENTRY INTO AUCTION PAY SYSTEM, EVENT FOLLOW-UP EVENT MANAGEMENT. SKILLS REQUIRED: COMPUTER FRIENDLY: WORD, EXCEL, OUTLOOK. MUST BE ORGANIZED, WORK ON MULTIPLE PROJECTS. CALL FOR APPOINTMENT. RESUME REQUIRED. *MUST BE ENROLLED IN COOPERATIVE WORK EXPERIENCE CLASS.

Misc**18598 INTERN/ENVIRONMENTAL PLA**

Company Name: City of Chula Vista

Chula Vista

91910-

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

20636 ENVIRONMENTAL TECH

Company Name: Sweetwater Union H.S. District

Chula Vista

91911-

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

Radio/TV**19183 WRITING/ PRODUCING**

Company Name: NBC 7/39

San Diego

92101-

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

19184 EDITING

Company Name: NBC 7/39

San Diego

92101-

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

18591 INTERN

Company Name: NBC 7/39

San Diego

92101-

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

19182 ASSIGNMENT DESK

Company Name: NBC 7/39

San Diego

92101-

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

18467 RADIO STATION INTERN

Company Name: Z90.3 XHTZ-FM

San Diego

92121-

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

18457 CREATIVE SVCS

Company Name: KGTV 10 News/Azteca America

San Diego

92102-

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

19175 COMMUNITY

Company Name: NBC 7/39

San Diego

92101-

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

25471 PRODUCTION INTERNSHIP

Company Name: In-Flight Media

Encinitas

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

25542 POST-PRODUCTION ASSISTAN

Company Name: KSDY 50

Chula Vista

91910-

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

Realestate**20960 REAL ESTATE INTERN**

Company Name: Century 21 Award

Chula Vista

91914-

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

18456 REAL ESTATE

Company Name: Pacific Rim Real Estate Intern

Poway

92064-

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

Job ID

18553 REAL ESTATE INTERN

Company Name: Windermere Pacific Coast Properties

La Mesa

91941-

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

Sales

25543 SALES AND MARKETING INTER

Company Name: KSDY 50

Chula Vista

91910-

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

21667 SALES AND MARKETING

Company Name: FREESTYLEMX.COM, INC.

JAMUL

91935-

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

22858 MARKETING SALES OFFICE AS

Company Name: Serendipity Sales

Chula Vista

91914-

Flexible hours/days. Serendipity Sales is a Manufactures Rep Agency in the Gift & Souvenir Industries throughout Calif. and Nev. Gain experience in marketing and business from a team with 30 years' experience. EXPERIENCE: Computer skills Microsoft Word, Excel, Power point presentations, typing, communication skills, Basic office skills. DUTIES: Help with reconciling commissions, communicating with manufactures and sales reps. Telesales with existing customers. Working on Microsoft Word and Excel Docs. HOW TO APPLY: Please call. A resume is required. *MUST BE CURRENTLY ENROLLED IN A CWEE CLASS.

Social Svc

19242 COMMUNITY OUTREACH INTEN

Company Name: Burn Institute

San Diego

92123-

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

Sports

Job ID

19181 SPORTS

Company Name: NBC 7/39

San Diego

92101-

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

24039 RECREATIONAL GYMNASTICS

Company Name: Rockstar Gymnastics Academy

Chula Vista

91911-

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