

FishWise Internship

“Your Sustainable Seafood Resource”

The Intern’s primary responsibility is two-fold: 1) to provide support to existing member retailer partners and 2) provide general office support. The intern will work with existing Project Managers who are the main customer service contact for retail partners with questions or needs after the launch of the FW program. The intern will help them support these partnerships through materials development and shipment, newsletters and website updates. The Intern will conduct work to support major buyer partnerships with database work and species research. The Intern will also conduct general office work such as assisting with technology, cleaning, and purchasing supplies.

Responsibilities

- Provide support to the Project Managers to support independent partnerships including: creating promotional sheets in Adobe Illustrator, writing and editing monthly newsletter pieces, materials shipments, etc.
- Correct store audits as needed to help improve seafood label accuracy for retailers.
- Research the sustainability of various seafood products in order to recommend sourcing action for partners.
- Assist with research of and networking for product sourcing.
- Update and enter ratings and certifications in databases for seafood products.
- Summarize scientific reports/seafood news for internal and external communication.
- Conduct analyses of seafood inventory for partners using Filemaker and Excel.
- Write weekly blog for FishWise website.
- Update and develop new promotional materials. Print and collate as needed. Organize digital files and photos.
- Perform various clerical duties including typing, answering phones, ordering software, and general office upkeep.
- Opportunity to develop unique independent project based off personal interests in seafood sustainability.

Qualifications

- Dedication and passion for the stewardship of the oceans
- Bachelor’s degree in a related field
- Basic understanding and desire to learn more about seafood sustainability criteria and relevant stakeholders e.g. supply chain businesses, NGOs, and government agencies
- Excellent Mac-computer skills including Microsoft Office & Adobe Suite
- Strong communication skills and reliability
- Ability to meet deadlines and to manage multiple simultaneous projects
- Experience working in a collaborative office or professional environment
- Self-starter, motivated, and able to work with limited oversight
- Ability to learn new skills quickly and independently, such as Filemaker database management, Joomla website maintenance, EndNote, etc
- Self-motivation, flexibility, and a positive “can-do” attitude

Hours

- This is a part-time position based in the FishWise office in Santa Cruz, CA
- Office hours: Monday – Friday, 9:00AM-5:00PM
- Evening and weekend work may be required
- Personal transportation is required

Jodie King, Office Manager
FishWise
PO BOX 233
Santa Cruz, CA
95061-0233
Phone (831) 427-1707

