

# Marketing Intern, Georgia Sea Turtle Center Jekyll Island, Georgia

## **Duration of Internship (dates negotiable)**

September 1 – December 31, 2008 (Deadline: June 30, 2008)

January 1, 2009 – April 30, 2009 (Deadline: October 31, 2008)

May 1, 2009 – August 31, 2009 (Deadline: February 28, 2009)

The Georgia Sea Turtle Center (GSTC), which opened on June 16, 2007, is a state-of-the-art facility focused on sea turtle rehabilitation, research and education. The GSTC is located on beautiful Jekyll Island, a barrier island along Georgia's southeast coast. The GSTC includes an Interactive exhibit gallery, a viewing window into the veterinary care area, an elevated walkway through the rehabilitation pavilion and a gift shop. Visitors take a self-guided tour through the Center, which is enhanced by daily educational programs. We offer in-house and outreach programs to schools, tour groups and community organizations, and participate at various environmental events.

**Job Description:** The GSTC Marketing Intern responsibilities will include, but are not limited to:

- Update website as needed
- Create informational handouts—rack cards, tri-folds, flyers, posters
- Organize and submit articles, updates, etc. to local newspapers, newsletters, etc.
- Memberships: advertise, organize applications & create electronic database, send amenities according to membership, compile and dispatch quarterly newsletter
- Adopt-a-Turtle: advertise, organize adoption submissions, dispatch updates, maintain adoptive parent postings on websites
- Promote special events

## **General Requirements:**

- Excellent communication and writing skills
- Well-organized
- Self-motivated and able to work independently and with a team
- Computer skills (primarily MS Office and Adobe CS)
- Graphic Design skills
- A desire to learn
- Flexible daily schedule
- Positive attitude

## **Minimum Requirements/Qualifications:**

- 18+ yrs of age
- 3<sup>rd</sup> year Undergraduate or beyond
- Ability to work in the U.S. legally

- Preferred: B.A. or B.S. in a marketing-related program (experience may supplement for degree)

**Salary:** \$8/hour, 40 hours/week

**Housing:** On-site shared house with utilities provided at a cost of \$50 per month per Intern plus \$100 refundable deposit due at move-in. Houses are air-conditioned and equipped with basic furniture, kitchen and bathroom supplies. You must provide your own linens, towels, & food. Not provided by employer but available: telephone, cable, and Internet (however there is free wireless available at various locations on JI). Temporary JI parking pass will be supplied.

*\*Travel and transportation costs will not be covered by GSTC*

**Interested applicants should send a cover letter and resume, including 3 references (contact information only at this time), and 2-3 samples of works produced to:**

**Mail: Stefanie Ouellette  
Education and Field Coordinator  
Georgia Sea Turtle Center  
214 Stable Road  
Jekyll Island, GA 31527**

**Email: [souellette@jekyllisland.com](mailto:souellette@jekyllisland.com)**

**Phone: 912-635-4076**

**Fax: 912-635-4198**