



Company Name: TMA BlueTech
Address: 4420 Hotel Circle Court, Suite 215, San Diego CA 92108 with ability to work remotely part of the time
Number of Hours: 20-30 hours per week during the summer / 8-12 hours per week in the Fall
Hourly Rate: \$15-17 per hour depending on qualifications and experience
Timeframe: Summer 2021 and – hopefully – continued support through **BlueTech Week 2021**, which ends November 22, 2021.

TMA BlueTech 2021 Intern Job Description:

Marketing and Communications

- Support marketing and communications efforts including the preparation of flyers (Canva) presentations, and other supporting material
- Support the creation of content for social media platforms (LinkedIn, Twitter and MS Teams)
- Constant Contact mailing list maintenance
- Website Support - Updating **TMA** and its related websites utilizing Webflow

Program Support

- Provide assistance to Program and Office Manager
- Development of meeting materials and presentations
- Ensure all client’s logos and profiles are secured and provided appropriately
- Attend partner events and provide summaries
- Marketing materials
 - Social media: Utilize to engage existing members/potential members
 - Registration support
- Assist in grant preparation and research
- Reach out to water/ocean companies
 - Logistics and feedback on programs
 - Newsletter and company profile updates
 - Contacting **TMA BlueTech** member companies

Job Requirements

- Candidate should have a passion for ocean and water industries, the circular economy, sustainable development and want to make an impact
- Should be college Junior-Senior or graduate student
- Highly-motivated self-starter and multi-tasker willing to work in fast-paced, entrepreneurial professional environment
- Excellent written and verbal communication skills and attention to detail
- Collaborative, dependable, ethical, high integrity, and a strong work ethic
- Foreign languages and foreign living experience highly valued

Additional Opportunity: To support outreach & event planning for BlueTech Week scheduled for November 15-November 19, 2021. Intern would be able to attend sessions of **BTW2021** for free.

Please send resume and cover letter to mbjones@tmablueotech.org.