

Employer Name	San Diego Sports Arena
Street Address	3500 Sports Arena Blvd
City	san diego
State	ca
Zip	92110
Website	<a href="http://www.sandiegoarena.com">www.sandiegoarena.com</a>
Company Contact Name (First and Last)	Jennifer Chavarria
Telephone #	619-308-4311
Fax #	619-224-3010
Email Address	<a href="mailto:jchavarria@sandiegoarena.com">jchavarria@sandiegoarena.com</a>

**Job Details:**

Field of Business	Marketing/Public Relations
Job Title: (35 Characters Max) NOTE: This is the title of the internship, not your personal title	Target Marketing & Group Sales Asst
Hours Per Week	10-12 per week M-F
Wage Range/Rate (If Applicable)	unpaid
Internship Availability (Check All That Apply)	Summer 2009 Fall 2009
Experience Necessary?	Yes

Duties/Responsibilities (300 Characters Max)	<p>Create and maintain Social Networking Sites Post discount ticket information on Websites, calendar of events, moms clubs, etc          Create Cross Promotion Campaigns for events Attend and man booth at Company Health Fairs, Employee Vendor Fairs. Update group sales page on website Create, Design &amp; Implement E-Marketing Templates and Campaign Research new targeted groups Create Event discount flyers Help administer Email, Direct Mail and Fax campaign Create and implement contests and incentive programs for groups. create and administer a target marketing campaign for each event. Update and create group database per event. Update organizations newsletters Some Administrative tasks include copying flyers, faxing, mailing and emailing.</p>
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Qualifications (300 Characters Max)	<p>Must have a 3.0 GPA, work a minimum of 10-12 hours per week, proficient in Microsoft Word and Excel, ability to learn computer programs easily, must have good people and phone skills, Outgoing, organized, multi-task, able to work without</p>
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supervision and reliable.

How to Apply (300 Characters Max) Email cover letter and resume with days and hours available to Jennifer at [groups@sandiegoarena.com](mailto:groups@sandiegoarena.com) or call 619-308-4311