



[HTTP://WWW.COSTARICAOUTWARDBOUND.ORG](http://www.COSTARICAOUTWARDBOUND.ORG)

**COSTA RICA
OUTWARD BOUND**

t: 1.800.676.2018
f: 1.866.374.2483
e: info@crrobs.org

t: +506.2278.6062
PO Box 1817-2050
San Pedro, San Jose

Communications Intern

Duration of contract: May 20 – August 12, 2012 (12 weeks)

****These dates are flexible if your school semester ends/starts within them****

Who We Are:

Founded in 1997, Costa Rica Outward Bound School offers a range of experiential education programs promising challenging physical activities across Costa Rica, Nicaragua and Panama with a focus on personal development, leadership, and cultural immersion.

Clients include mostly high school and college-age young people from diverse international backgrounds. We also offer special courses for adults, educators, social/business groups and families. Courses are 10-85 days.

June-August is the organization's high season, during which time approximately 250-350 students (average age: 16) participate in courses ranging from 10-30 days. Costa Rica Outward Bound seeks a – paid – intern to work here on the main base outside of San Jose, Costa Rica and support operations during this busy time.

There will also be a Programming Intern, and the interns will work closely together and may share some responsibilities, although they will report to different departments – one to Communications (see below) the other to Programming.

The following description of duties is not inclusive of all tasks for which the Communication Intern will be responsible.

1. Oversee Student Arrivals/Departures

Costa Rica Outward Bound personally meets and transports all students to and from the airport to our main base. Due to the fact that all students make individual travel arrangements, this necessitates multiple airport runs per arrival and departure day. The Communications Intern will be primarily responsible for ensuring that these days run smoothly. This includes creating and verifying travel reports, traveling to the airport with drivers, personally greeting all students at the arrivals area and ensuring parents are informed about all students' safe arrival. This responsibility will necessitate several very early mornings, multiple long days spent at the airport, as well as some weekend days. A cheerful morning demeanor and positive attitude are essential. Spanish proficiency is very useful and preferred.

2. Manage Program Evaluation Efforts

The Communications Intern will be in charge of issuing, collecting and compiling all participant evaluations. This will require proficiency in Microsoft Office, organization skills and an interest in market research. Also, the intern will need to use Salesforce, though prior experience with this program is not necessary.

3. Assist with Public Relations and Marketing Projects

There are a variety of ongoing projects which the Communications Intern will lead and/or participate in throughout the duration of his/her experience. These include: organizing and uploading student photos,

writing and issuing press releases, conducting media relations, copy editing, search engine optimization, and other projects as assigned. Organization skills and marketing experience are essential. Those with no prior marketing coursework and/or experience will NOT be considered.

4. Support Instructors with Student Supervision

Our main base serves as the hub for all Costa Rica Outward Bound courses. At times, students will be on base for transition days, medical issues and/or behavior problems. The Communications Intern may be asked to supervise and engage students in productive activities during these times. An ability to uphold organizational values is vital. Knowledge of basic first aid would be helpful, though is not necessary.

Salary/Benefits:

- Salary of US\$1,000 for internship period.
- Room and board (shared room in the Student Dorm and meals in the student/instructor kitchen), utilities, laundry facilities, and use of the international phone.
- Basic travel insurance coverage through INS for duration of internship.
- Opportunity to go on a Costa Rica Outward Bound course (selected by the Director) as part of training.
- Use of Manuel Antonio beach base when not working and when approved by the Program Director. Manuel Antonio is in the Forbes 2011 Most Beautiful Parks/Beaches in the world ([read here](#)).
- Use of Costa Rica Outward Bound gear for personal recreation and/or on course per approval by the Program Director. Intern will be responsible for reimbursing any borrowed gear that is lost or damaged during personal recreation time.

NOTE: Airfare to and from Costa Rica is NOT included.

To apply:

Submit cover letter and resume to Jeff Friend, Communications Director at CommDirector@crrobs.org. Specify Communications Intern in the subject line. Be sure to include all relevant marketing coursework and/or experience as well as dates of availability with your application.

Deadline to submit applications: Friday, April 6th

Applications will be reviewed after the application deadline. Please do not expect a response (other than a verification of receipt) prior to the date. No phone calls please.

www.CostaRicaOutwardBound.org