QUALIFICATIONS: Prefer a good command of both the English and Korean language, reading, oral and written. Computer knowledge, Power point, Excel and Word. Knowledge of general business, marketing, advertising, merchandising and public relations practices, methods and processes. Must be proficient in graphics, advertising, layout, and design using a variety of graphic methods and software, specifically Illustrator, Photoshop, and related Adobe programs. Must have exceptional skills in web design and working knowledge of social media. Must have excellent written and verbal communication skills.

DRESS CODE: Business Casual – no jeans, shorts or sweatshirts unless approved by supervisors.

TRAINING: AVC will provide initial orientation and schedule monthly training session.

EVALUATIONS: The AVC will provide and ongoing informal feedback on job performance. Will meet with intern on monthly basis.

TRANSPORTATION REQUIREMENT: NA

Name: _____ Date: _____

Phone #: _____