

Sailing World/ Cruising World/ NOOD Regattas

Job Title:	Bonnier Marine Group Intern	Job Category:	Event Management/Editorial
Location:	Middletown, RI	Start/End Date:	By Semester: Summer, Fall or Spring
Level/Salary Range:	None	Position Type:	Intern
Website:	www.sailingworld.com www.cruisingworld.com		
Applications Accepted By:			
E-mail: Valerie Mey Valerie.Mey@bonniercorp.com	All interested applicants please send an email with your resume and cover letter. Also, please mention what semester you are looking for an internship, Summer, Fall or Spring.		
Job Description			
Role and Responsibilities			
<p>1. Event Coordination with the NOOD Regattas – The Largest Series of Regattas in North America that goes to 9 different locations coast to coast.</p> <ul style="list-style-type: none"> • Helping organize pre and post event responsibilities including registration, inventory, email correspondence and marketing materials for each of the 9 NOOD Regattas • Creating and handling travel arrangements • Organizing and handling shipments for the NOOD Regattas • Communicating with a team of staff, sailors and customers • Recording and maintaining money books <p>2. Working with Sailing World and Cruising World editorial on various projects including organization and recording of photo files and stories.</p>			
Preferred Skills			
<ul style="list-style-type: none"> • Proficient in Microsoft Word, Excel , Outlook and PowerPoint 			