



## **ISA INTERN JOB DESCRIPTION**

### **ABOUT THE INTERNATIONAL SURFING ASSOCIATION**

The ISA is a non-profit organization recognized by the International Olympic Committee (IOC) as the International Federation for all wave-riding sports including surfing, stand up paddle surfing, jet-surfing, body surfing and body-boarding. The ISA is dedicated to the development of these sports worldwide. The ISA provides guidance and advice to its members around the world on matters such as competition, judging, coaching, surf schools, anti doping & drug testing and other areas of development of the sport. The ISA also provides cash scholarships for girls and boys, surfers under the age of 18 years old, focused on their academic and surfing careers. The ISA selects host countries for the three yearly ISA World Surfing Championships: Juniors, Masters and Open.

### **JOB SUMMARY**

Coordinate and carry out administrative operations of the International Surfing Association (ISA) World Headquarters, in line with providing overall assistance to the ISA Headquarters Staff.

### **LOCATION**

La Jolla, CA

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the daily operations and procedures of the ISA HQ office including communication management, database management, filing systems and other related day to day activities to ensure timely, complete and efficient workflow.
- Assist with monitoring, organizing, and translating documents for the ISA Scholarship Program.
- Assist with the media management of video and print materials of the ISA, as well as marketing efforts on social network systems.

### **REQUIREMENTS**

- We are looking for an individual with an interest in the administrative, international business, sports and/or events management fields.
- Proficient in MS Word, Excel, PowerPoint, Adobe.
- Must maintain the ability to speak, read and write in Spanish as many of our correspondence and documents are in Spanish.
- Maintains good attention to detail, solid organization skills, professional communication skills and ability to problem solve.
- Must be self motivated, able to multi-task, manage priorities and meet deadlines under timely restrictions.
- Excellent oral and written communication skills in English, with ability to effectively communicate with a variety of cultures and/or persons.

Part time, unpaid internship position that will provide college credit and a vast understanding to the non-profit, international sports management field.

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