



**OUTWARD BOUND
COSTA RICA**

PR, MEDIA & LOGISTICS INTERN Summer 2023

Founded in 1994, Outward Bound Costa Rica offers a range of experiential education programs to high school, college students and adults that promise challenging physical activities across Costa Rica and Panama with a focus on personal development, leadership, and cultural immersion.

Our Communications Office is a collaborative team of three full-time staff members responsible for enrollment, marketing and customer service tasks organization-wide. Our team works to increase course participation across all target audiences and ensure excellent customer service—from prospective students, to families of students currently on course, to alumni and partners.

This position requires relocating to Costa Rica and moving into provided housing on Outward Bound Costa Rica rainforest base for the contract period.

To intern at Outward Bound Costa Rica, you don't have to be an expert in outdoor adventure or Costa Rica—in fact, we love people who are curious and eager to learn and we are happy to help you grow. But, we do look for driven and organized individuals who are not afraid to jump right in.

ROLE OF PR, MEDIA & LOGISTICS INTERN

During the months of June to August, we welcome approximately 200-300 students to and from Costa Rica to participate in our courses ranging from 1 to 8 weeks. As PR, Media & Logistics Intern, you'll be assisting our office team Tuesday to Friday with writing, editing, pitching, and publishing content for website, blogposts, social media, marketing materials, and more. Every Saturday, your role will be to welcome students and manage group logistics during their arrival and departure at the Juan Santamaría International Airport (SJO).

You'll be supporting the entire organization and reporting to our Media & Marketing Manager and Director of Marketing & Communications.

At our rainforest base, your responsibilities will include but are not limited to:

- Overseeing student arrivals and departures at the airport during high season.
- Researching media contacts and sending out press releases.
- Interviewing students on and off camera.
- Creating social media content and maintaining OBCR's social media calendar.



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- Crafting copy and collecting content for blog posts, marketing emails, press articles and releases, and other marketing materials as needed.
- Engaging with our audience and pitching new group partnerships.
- Maintaining an organized content calendar and tracking social media performance.
- Act as a creative force for additional content idea generation and video/photo assets.
- Assist with any other logistical and administrative duties as needed at our rainforest base.

REQUIREMENTS

The ideal candidate must possess:

- Strong content creation skills with a portfolio of demonstrated work
- Firm grasp of social media tools and platforms
- Expertise in writing, proofreading and grammar
- Conversational Spanish skills
- Cultural sensitivity
- Excellent time management and demonstrated attention to detail
- Eagerness to learn and resourcefulness
- A demonstrated interest in outdoor education and/or study abroad programs
- An adaptable and positive attitude
- Willingness and ability to live and work in rustic accommodations with a small group of people

Outward Bound Costa Rica does not provide laptops or computer software, and you would be responsible for bringing your own equipment with you. This would include the following:

- Laptop (preferably Mac)
- Adobe Creative Suite products (InDesign, Illustrator, and Lightroom)

COMPENSATION PACKAGE

- A monthly stipend of \$450 USD
- Room and shared kitchen on our main base (located east of San Jose in San Ramon de Tres Rios) – all utilities included (water, electricity, wireless internet, laundry facility)
- Travelers insurance for the duration of the contract period



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- Access to approved Outward Bound Costa Rica course activities & equipment for personal use
- Use of Manuel Antonio beach base when not working & when approved by the Program Director

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

DURATION OF CONTRACT

We are open to individuals who can start in late May and are available until the end of August, 2023. We are open to negotiate start and end dates. Actual dates of arrival and departure will be agreed upon at contract signing.

HOW TO APPLY

Submit cover letter, resume, and samples of your photo and video work to Kyleigh McGrail, Media & Marketing Manager at marketing@outwardboundcr.org. Specify "PR, Media & Logistics Intern Application" in the subject line. Be sure to include details on your availability for ultimate start date, as well as how you heard about this job opportunity. No phone calls please.

DEADLINE TO SUBMIT

Applications are due as soon as possible for immediate review.