

Anderson Valley Education Foundation
Sponsors Job Description 2010

Job Title: **Small Business Assistant**

Supervisor / Sponsor: Barbara Lewallen, **Mendocino Sea Vegetable Company**

Location of Internship: 4625 Monte Bloyd Road, Philo (one block from Hwy 128 at mile marker 19)

Dates & hours: Monday thru Friday Hours are flexible for interns transportation needs and the projects in the office

Duties & Job Activities: Our business involves many activities.

1. Learning the various types of sea vegetables
2. drying the sea vegetables
3. packaging the sea vegetables
4. attaching bar codes and labels
5. boxing an order and preparing it for UPS, Fedex or USPS
6. writing invoices
7. answering the phone and taking orders from customers
8. cleaning up the work area at the end of the day

Desirable Qualities / Skills: Dependable person who will be on time and is willing to listen and follow instructions.

You must be interested in learning new skills.

You must be interested in many aspects of running a small business.

We ship sea vegetables all over the world. There are many parts to our business and depending on the interest and skills of the intern we can be flexible in what part of our operation you participate in.