

ACTIVE DEPLOYMENT SYSTEMS, INC.

173 FM 3237 STE A
WIMBERLEY, TX 78676
P: 512.264.1110 F: 866.574.4181



Business and Marketing Internship

Compensation: \$10/hour

April 26, 2017

Learn from a self-made small businessman in Wimberley, TX. Our company provides mobile hygiene units to support disaster relief, military training, and commercial events nationwide.

Simon Elliott, President and CEO of Active Deployment Systems, founded our company in 2008 after working successfully in his family portable latrine business for many years. In the wake of Hurricane Katrina, Simon recognized a need for better and more hygienic restroom facilities that could serve large numbers of displaced people and set to work designing his first restroom trailer using a ruler and graph paper. Drawing from his experience in the industry and expert advice, Simon pioneered the technique of using vacuum pumps from cruise ships and specialized porcelain flushing toilets to create land based restroom trailers able to serve thousands of people. We have since branched out to provide shower, laundry, and handwashing trailers nationwide to support not only disaster relief, but also military training installations, National Guard support (including the last two presidential inaugurations), and commercial events like Circuit of the Americas Formula One, Coachella, and Country Thunder.

ADS is looking for a summer (and then Fall/Spring) intern to support the office staff at our headquarters in Wimberley. This position would work directly with upper management and help with market research, proposals and contracts, marketing and social media, brand development, cost and data analysis, human resources, and other office functions.

Qualifications:

- Professional communication, writing and correspondence
- Proficient in Microsoft Office Suite
- Social media: Facebook, Twitter, etc.
- General office skills: filing, phone etiquette, fax, copier, etc.
- Independently manages workflow
- Excellent time management
- Detail oriented
- Positive attitude, team player

Learning Opportunities & Responsibilities:

- Research new business opportunities and market trends
- Branding development and social media outreach
- Website maintenance and content creation
- Professional and technical writing
- Help prepare proposals and contracts
- Prepare reports: data analysis, cost analysis
- Special projects as assigned
- Learn to use our equipment inventory software
- Data entry and maintenance
- Compile and maintain contact list
- Assist with duties in human resources
- Inter-office relationships, networking, and public relations
- Attend office meetings
- General office tasks: running errands, filing, preparing mail-outs, etc.

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Internship Benefits:

- Wimberley is just 15 minutes from San Marcos, so you can work before or after classes.
- Flexible schedule to work with your class schedule
- Work closely with professionals in HR, Accounting, Operations, Administration, and Executive Management
- Learn professional skills through this internship
- Potential to receive college credit for the internship
- Paid internship at \$10 per hour with option to work extra paid hours above the internship minimum requirement.

Intern Skill Sets:

- Executes delegated assignments from start to finish
- Independently manages work flow
- Excellent time management skills
- Professional writing skills
- Positive attitude

Requirements:

- Junior, senior, or graduate students enrolled in the McCoy School of Business
- Fall/Spring: 10 weeks and 200 job hours (per McCoy Internship requirements)
- Summer: 8 weeks and 160 job hours (per McCoy Internship requirements)
- Provide your own transportation to and from Wimberley, and for running office errands

How to Apply:

Visit our website to learn more about our business and equipment. Then send your cover letter and resume to melody@activedeployment.com. Feel free to call if you have questions: 512-264-1110