

SUNSTONE MANAGEMENT FELLOWSHIP

MARKETING FELLOW

Sunstone Management, Inc.

Updated: October 20, 2022

Sunstone Management Inc., a diversified private equity investment partnership located in Southern California is seeking to hire a part-time position for the role of “Sunstone Management Marketing Fellow” for a 6-month period between January 1st and June 30th, including the following duties:

- Provide administrative and logistical support for Sunstone community events to promote a joyful, productive, and energetic Sunstone Community culture.
- Assist with marketing and communication aspects, including but not limited to creating content for social media and written outreach.
- Gather and organize files and documents for coworkers’ use, such as for reports.
- Handle confidential information with absolute discretion.
- Update spreadsheets, diagrams, charts.
- Translate marketing and communication documents into Chinese for international outreach.

Development

- Use and continually develop leadership skills.
- (2) Quarterly performance reviews to develop career and training plan.
- Eligible for executive mentoring program.
- Attend conferences and training as required to expand proficiency.

Desired Qualifications

- Bilingual, Mandarin a plus (Simplified, Traditional)
- Video editing a plus
- Photoshop a plus
- Social media savvy
- Solid organizational skills including attention to detail and multitasking skills.
- Excellent written and oral communication skills.
- Demonstrated ability to succeed with limited supervision.
- Record of success as part of a team or group effort.
- Must be able to operate in a deadline-driven environment while still maintaining strict attention to detail and the ability to prioritize issues appropriately.
- Proficient in PowerPoint and presentation software, MS Office Suite, Outlook, Zoom and/or Microsoft Teams.



SUNSTONE

INVESTMENT. ENTREPRENEURSHIP. COMMUNITY.

Educational Requirements

- BA/BS from an accredited University of College or 3 years' experience supporting an executive team preferred while working towards BA/BS degree completion.
- Ability to work in-person, up to (5) days a week between the hours of 9:00 am to 5:00 pm daily, from our Corporate Headquarters at Airport Towers, Irvine, CA.
- Ability to travel within Southern California for special events a plus (mileage reimbursement provided).

Salary

- \$24 per hour

Email

- Fellowship@sunstoneinvestment.com

Sunstone Management Inc.

Office: 949-771-1764 | Fax: 562-449-0079
18881 Von Karman Avenue, Irvine, CA 92612
WWW.SUNSTONEINVESTMENT.COM