Intern Position Description for the Port of Hueneme

The Port of Hueneme regularly seeks motivated self-starters for intern positions to work with the Port’s administrative staff.

The Port of Hueneme is one of the most productive and efficient commercial trade gateways for niche cargo on the West Coast. Governed by 5 locally elected Port Commissioners, the Port moves $8 billion in goods each year and consistently ranks among the top ten U.S. ports for automobiles and fresh produce. Port operations support the community by bringing $1.1 billion in economic activity and creating 10,226 trade-related jobs. Trade through the Port of Hueneme generates more than $69 million in annual state and local taxes which funds vital community services.

Any interested community member may apply however we particularly target students enrolled and in good standing in a challenging program leading to a certificate or degree in a business related field. A working knowledge of a foreign language is highly desirable as is computer literacy including PC applications, Microsoft Word, Excel, Powerpoint.

Roles and responsibilities can include all aspects of administration as assigned including but not limited to filing, document handling, website and social media support, assistance with port programs including World Trade Center, Foreign Trade Zone, community events such as the Port’s Maritime Advanced Systems & Technology (MAST) and more…