



Intern Position Description

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 five 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. Furthermore, trade through the Port of Hueneme funds vital community services by generating more than \$69 million in annual state and local taxes.

Any interested community member may apply for the intern positions however, we particularly target students who are enrolled (and in a 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 having proficient computer literacy skills with PC applications like Microsoft Word, Excel, and PowerPoint.

Roles and responsibilities may encompass all aspects of administration as assigned and are including but not limited to the following: filing, document handling, website and social media support, assistance with Port programs including World Trade Center, Foreign Trade Zone, and community events such as the Port's Maritime Advanced Systems & Technology (MAST) and more.

For more information about internships, please contact:

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