



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. The Port is governed by five Port Commissioners. The Port moves \$9.5 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 \$1.7 billion in economic activity and creating 15,834 trade-related jobs. Trade through the Port generates more than \$119 million in direct and related state and local taxes, which fund vital community services. In 2017, the Port of Hueneme became the first port in California to become Green Marine-certified, and continues to be re-certified yearly.

Please note: *Until further notice, internships will be virtual (work from home) positions.*

Any interested community member may apply for an intern position; we particularly encourage students who are enrolled (and in a good standing) in a challenging program leading to a certificate or degree in a business-related field. Working knowledge of a foreign language is highly desirable as is having proficient computer literacy skills with applications such as Microsoft Word, Excel, and PowerPoint.

Roles and responsibilities may encompass all aspects of administration as assigned and include, but are not limited to, the following: document handling, website support, government relations support, and assistance with Port programs including World Trade Center membership, Foreign Trade Zone, and community events (which are virtual until further notice).

For more information about internships, please contact:

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