



## **CAREER OPPORTUNITY: Community Outreach Apprentice**

Salary DOE (20 hours / week average)

This is a temporary position for 6 months which may be extended at the discretion of the Oxnard Harbor District, Port of Hueneme

**APPLICATION SUBMISSION DEADLINE: February 6<sup>th</sup>, 2019 or until filled**

**THE OXNARD HARBOR DISTRICT, PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF “COMMUNITY OUTREACH APPRENTICE” FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

### **APPLICATION SUBMISSION REQUIREMENTS:**

- 1) **COVER LETTER**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

### **HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods:**

- **BY EMAIL** (attach all documents in a single combined PDF format in order as 1-4 above: [HR@portofh.org](mailto:HR@portofh.org) (Important: Email Subject Line to read *exactly* as follows ;) **HR- COMMUNITY OUTREACH APPRENTICE**

**OR:**

- **BY US. POSTAL SERVICE:**  
**THE PORT OF HUENEME**  
Community Outreach Apprentice  
Attn: #345 HR-RECRUITMENT  
567 West Channel Islands Blvd.  
Port Hueneme, CA 93041



<b>POSITION TITLE:</b>	Community Outreach Apprentice
------------------------	-------------------------------

<b>DEPARTMENT:</b>	Public & Government Affairs
--------------------	-----------------------------

**POSITION DESCRIPTION:**

**GENERAL PURPOSE**

Under the direction of the CC & PAO, the Apprentice has responsibility for assisting with community outreach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The Apprentice performs, but is not limited to, the following essential functions:

**Public & Government Relations Department**

- Assists with community outreach including:
  - Participating in public outreach to communities in the Oxnard Harbor District (cities of Oxnard and Port Hueneme);
  - Assisting in fostering relationships with members of the Ventura County Community;
  - Translating public community documents from English into Spanish and Mixteco languages and assisting with live translation of community meetings.
  - Providing feedback from community members local community issues as they relate to the Port.
- Performs other duties as assigned by the CEO & Port Director, Chief Commercial & Public Affairs Officer, and Public & Gov’t Relations Manager.

**QUALIFICATIONS**

**Abilities:** Trilingual (English, Spanish, & Mixteco). Knowledge and familiarity with the area of the Oxnard Harbor District and the surrounding community. Strong verbal and written communication skills. Ability to work well on a team and prioritize tasks. A can-do attitude.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Bachelor’s degree preferred.

**Licenses; Certificates; Special Requirements:**

- Possession of a valid California driver’s license and the ability to drive District vehicles.
- Must be able to obtain a Transportation Worker Identification Credential (TWIC)

**Equal Employment Opportunity**

The Oxnard Harbor District (“District”) fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable federal, state and/or local laws, it is our policy to provide reasonable accommodation upon request during the application process to applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The District maintains a smoke-free workplace.

Reviewed By:		Date:	
Approved By:		Date:	