

POSITION DESCRIPTION

Open: January 2019
Duration: Summer 2020
Job Title: Workforce Training Intern
Supervisor: Workforce Training Program Manager
Requirement: Must be currently enrolled in college
Employment Status: Full time, exempt
Regular Hours: 40 hours per week

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to current workforce practices at the Port of Morrow. During the internship the student will be assisting with a wide range of events, marketing campaigns, and building relationships with community and regional partners.

Major responsibilities:

Summer Workforce Training Events

- Assist with planning and implementation of Nuts, Bolts, and Thingamajigs Youth Manufacturing Camp
- Develop a contact list for teachers participating in the Educator Externship including both participants and businesses
- Work on developing 2019 Career Day including developing a spreadsheet with industry contacts and student interest

Update Industry Job Postings

- Keep an updated list of job postings
- Update weekly social media posts on job openings

Assist with Morrow County internship program implementation

- Build master spreadsheet with contact information
- Update paperwork as needed
- Communicate with school and business partners

Preferred Skills

- Microsoft Word and Excel
- Strong written and verbal skills
- Outgoing and willing to work with people of all ages
- Strong attendance and work ethic background

Application Process

Application materials required no later than April 1, 2020.

- Port of Morrow Application
- Resume
- Letter of Interest

Applications can be submitted online at <http://www.portofmorrow.com/jobs>

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