The Port of Long Beach Communications Division

The Port of Long Beach is one of the world’s busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3,200 acres and is credited with moving approximately $100 billion in trade in 2006. Port of Long Beach is the second busiest container port in the United States. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the busiest container ports in the World. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China/Hong Kong, South Korea, Japan and Mexico.

The Port of Long Beach Communications Division is seeking interns to work on a part-time basis, to support the media relations, administrative, and community engagement functions. The successful candidates will perform research and write articles for publications and web site; coordinate special projects; staff booths at public events and help with community outreach programs.

Under supervision, the Communications Intern will:

- Coordinate Port displays
- Assist with special events, meetings and workshops
- Make presentations to the public
- Write and post information to Port website and use other social media tools to communicate Port messages
- Maintain Port outreach databases

Minimum Qualifications:

- Public speaking experience
- Strong customer service and writing skills
- Knowledge of Port industry is a plus
- Foreign language fluency desired but not required
- Valid California Driver’s License in good standing is required prior to appointment
- Ability and willingness to work 15-20 hours per week, including nights and weekends
- Ability to interact with the public and work independently
- Enrolled in or recent graduate of an accredited college or university

**Additional Information:**

This recruitment is open to current or recently graduated college students who meet the minimum qualifications. The final filing date for this recruitment is Tuesday, January 11th at 4:30 p.m. The Port reserves the right to extend without notice the final filing date in order to accept additional applications.

To be considered for this position, please click on the "APPLY" link. Applications that clearly do not meet the minimum requirements will not be considered.

If you have any questions or require additional information, including this information in an alternate format, please contact the Human Resources Division at (562) 590-4129 or humanresources@polb.com.

Following the final filing deadline, all applications will be screened according to the qualifications outlined in this job announcement. Those individuals determined to be best suited for the position will be invited to interview with the selection panel.

There are no benefits associated with this position.

To Apply and for additional information please click the link below.

http://www.polb.com/about/employment/jobs.asp