

**2022 Summer Internships**[APPLY HERE](#)

Full-time, paid (at least minimum wage) Summer Internship Opportunities, unless noted.

*(This list is current as of: 2.25.22 -- This is a living document and is continually updated)*

**Summary of Internship Positions:**

Accounting	- Solid Form Fabrication
Computer Science / Digital Forensics	- Unique Wire
Computer Science / UX Design	- Buildable
Computer Science / Online Sales	- SwedeMom Center of Giving
Business Operations / Marketing	- SwedeMom Center of Giving
Data Analytics / Receiving	- HBF International
Engineering / Electrical	- McMinnville Water & Light
Engineering / Civil-Water Field	- McMinnville Water & Light
Engineering / Civil	- City of McMinnville Engineering Department
Fabrication Tech	- Solid Form Fabrication
Grower Relations	- HBF International
Marketing / Digital Marketing	- Evergreen Aviation & Space Museum
Marketing	- Alt CoWorking
*Marketing / Web Design	- Navarra Gardens ( <i>*part-time</i> )
Program Management	- McMinnville Economic Development Partnership
Research Assistant / Biology	- Chapul Farms

**McMinnville WORKS Internship Opportunities****Accounting Intern**[Solid Form Fabrication](#)

*Areas of desired interest/study, skill and experience:*

- organized, detailed, strong written and verbal communication
- accounting, business, computer, excel

This intern will gain an understanding of the fundamental Solid Form engineering and fabrication processes and participate in supporting the businesses accounting needs. Elements include: job costing, time tracking, accounts payable and receivable. They will get to work with multiple departments on special projects relating to fixed asset audits, departmental financial reporting, project profitability reporting and improving time and material tracking systems. Solid Form aspires to be a remarkable place to work: one that brings together problem-solvers and creators, then supports them in forging a rewarding career.

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**Business Operations/Marketing** (1 position)

[SwedeMom](#) Center of Giving / MacHub

18 years of age

*Areas of desired interest/study, skill and experience:*

- Entrepreneurial minded, creative thinker, self-starter who requires minimal supervision, flexible and adaptable to a dynamic business environment
- Business Administration, Marketing, enjoys working for a social cause
- Excellent computer skills
- Good working knowledge of Social Media including Facebook & Twitter
- Familiar with Retail apps a plus, including eBay and PayPal
- Must know Microsoft Excel and/or Google Docs

Swedemom Center of Giving is passionate about making a difference in the financial stability of charitable organizations.

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**Computer Science - Digital Forensics Internship** (2 positions)

[Unique Wire](#)

*Areas of desired interest/study, skill and experience:*

- Pursuing a degree in Computer Science, smart, tech savvy, artificial intelligence, digital forensics
- Criminal Background Check required

We are looking for a computer science intern with an entrepreneurial mind. Someone who is strong in Python and with a working knowledge of HTML and web technologies. We are seeking someone with strong communication skills both verbal and written and who thoroughly documents their work in an organized manner. Join a diverse group of problem solvers in the information technology arena with experience in government intelligence, military, and law enforcement, Fortune 500 corporations and the legal sector with considerable expertise across a wide range of capabilities such as digital intelligence, data analytics, software programming, network and computer security, evidence collection, and cyber security. All of our associates are trained in data protection, chain of custody, and evidence collection protocols so that our clients can rest assured that any evidence that our team collects will meet all technical guidelines for admissibility.

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**Computer Science - UX Design Intern** (1 position)

[Buildable](#)

*Areas of desired interest/study, skill and experience:*

- Computer science, UX design, team player, attention to detail, self-starter

With an Agile mindset and pragmatic approach, our team collaborates with clients to develop the best custom software solutions for web, cloud, mobile and desktop.

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**Computer Science /Online Sales** (1 position)

[SwedeMom](#) Center of Giving / MacHub

18 years of age

*Areas of desired interest/study, skill and experience:*

- Flexible, organized, excellent communication skills, team player
- Software and data analysis, computer science, online sales platforms

Swedemom Center of Giving is passionate about making a difference in the financial stability of charitable organizations.

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**Data Analytics / Receiving Intern**

[HBF International](#)

*Areas of desired interest/study, skill and experience:*

- Self Starter, MS Office, interested in data collection, spreadsheets and analysis
- Pursuing a degree in Agriculture
- Strong organizational and communication skills
- Attention to detail and ability to multitask
- Ability to compare and analyze data vs expected numbers

This position will assist with the data collection of internal and external trucking efforts to pick up fruit from grower fields throughout the valley and deliver to the packinghouse. Analyze data to identify areas of improvement. Connect daily with the Field and Receiving Departments for expected inbound fruit details and act as a resource of such information for fellow employees. Send out required reports to growers in a timely manner. Track all inbound/outbound supplies, leased equipment, driver routes/mileage reporting, and sort out fruit along with other data points as assigned. Maintain recording methods/spreadsheets for KPIs (key performance indicators), assist in data gathering and business intelligence analysis. Present data analysis based on data collection and comparison. Other duties as assigned such as inventory management and Human Resources support.

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**Digital Marketing Intern**

[Evergreen Aviation & Space Museum](#)

*Areas of desired interest/study, skill and experience:*

- Marketing/Communications/Social Media/Design
- time management, excellent organization skills, a self-starter with a team mindset, interpersonal communication skills, attention to detail, photography experience with photoshop or other editing software experience
- videography experience preferred

This internship's focus is to ignite passion and interest for the Evergreen Museum around the 75th anniversary of the Spruce Goose. The intern will work with multiple departments across the Evergreen campus in collaboration to tell the story of the Spruce Goose and the people behind this historic aircraft. In addition to creating videos, reels, blogs, and social posts around the 75th anniversary campaign, this position will include highlighting aviators in the Oregon Hall of Honor, and working with the marketing manager on various projects to support the busy season of the Museum. As a part of our team, you will be in an environment that focuses on project ownership, creative problem solving, and expanding your knowledge in all aspects of digital communication. The intern will work directly with the marketing manager.

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### **Engineering - Civil/Water Field** (1 position)

[McMinnville Water & Light](#)

Valid Oregon Driver's License

Currently enrolled in a college technical program and has completed at least 2 years of coursework by Summer 2022.

*Areas of desired interest/study, skill and experience:*

- General engineering principles knowledge, skilled with computers, exposure to AutoCAD or similar software
- Excellent communication skills, performs safe work practices, team player, prompt, independent worker, works well with various departments and the public

This intern will assist engineering and operations staff with: engineering analysis, basic engineering calculations for water facilities, support engineering projects with office and in field tasks. Prepare and maintain a variety of office and engineering records, reports, maps and drawings. Ability to work in all weather conditions and sufficient mobility to cover uneven terrain.

This employee upon acceptance will complete a MW&L employment application and will be required to pass a drug test and a physical capacity test.

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### **Engineering - Civil** (1 position)

[City of McMinnville Engineering Department](#)

Valid Oregon Driver's License

*Areas of desired interest/study, skill and experience:*

- General engineering principles, knowledge of computer software and drafting design tools, survey principles, map and GIS awareness, math skills through trigonometry, clear and concise reporting techniques, knowledge of public works infrastructures
  - team player, creative, mathematics prone, concise data gathering, good communication and reporting skills, ability to work indoors and outdoors in all types of weather
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The person in this position will perform entry-level technical engineering work, and will have an opportunity to learn information gathering and asset condition assessment techniques using GPS data collectors in the field and working with the City GIS system; will assist with City capital improvement projects and develop skills interpreting project construction plans, asbuilts and other engineering products; and will assist on other Engineering and Community Development projects as needed. This position will participate in the design of a variety of engineering projects and performs a variety of drafting assignments using manual and computerized methods; creates and updates drawings, maps, graphs, and charts for engineering use; and, provides data to the City's GIS Specialist. The Intern will work as part of a team at times, with other City staff, and individually at other times.

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### **Engineering - Electrical** (1 position)

#### [McMinnville Water & Light](#)

Valid Oregon Driver's License

Currently enrolled and has completed a minimum 24 credit hours in engineering, drafting, science or math in a college technical program

*Areas of desired interest/study, skill and experience:*

- AutoCAD, drafting, highly organized, MS Office suite, excellent communication skills, team player, courteous, self-starter, independent and enthusiastic
- Mathematics, including: algebra, plane geometry and trigonometry
- Application of technical drawing standards, ability to interpret codes, polices and standards in construction plans and specifications

This position will entail engineering and drafting work with use of AutoCAD and manual drafting. Working closely with the Senior Electrical Engineer with system design, substation construction, retrofits and transmission/distribution system improvements. Qualified applicants must have knowledge of MW&L policies and standards, drafting abilities for comprehensive engineering plans,

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### **Fabrication Tech Internship**

#### [Solid Form Fabrication](#)

18 years+

*Areas of desired interest/study, skill and experience:*

- mechanically inclined, organized, detail oriented, self-starter, team player
- welding, knowledge of hand tools, safety, shop math

This intern will gain an understanding of the fundamental Solid Form engineering and fabrication processes and participate in production of related projects. Check out what it's like to work as a Fab Tech at Solid Form:

<https://youtu.be/eK2L16ZCQpY> Solid Form aspires to be a remarkable place to work: one that brings together problem-solvers and creators, then supports them in forging a rewarding [career](#).

Solid Form is a custom fabrication shop that primarily serves the commercial construction industry. You will work with a wide variety of metals and a diverse portfolio of projects.

Your primary responsibilities will include:

- Follow prints and work orders to cut, fabricate and assemble parts in accordance with production guidelines
- Train on and learn to perform all fabrication processes including cutting, fit up, fabrication, and finishing
- Assist in complex custom fabrication with the ability to create custom jigs and fixtures as needed
- Complete necessary safety trainings and equipment operator certifications
- Work with specialty alloys such as stainless, aluminum, copper, zinc and brass
- Complete cross-training in various areas of the shop and use of equipment
- Perform all types of grinding and finishing skills to Solid Form standards, from weld prep to coating prep, to high polish finishes
- Work towards welding certification when applicable
- Reliably meet or exceed estimated production times

At Solid Form, we work with people we enjoy and seek to build lasting partnerships. We value continuous improvement and are always looking for ways to grow. Because of that, opportunities to expand your skills and advance your career are part of being a team member at Solid Form.

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## Grower Relations / Field Liaison Intern

[HBF International](#)

18 years+, valid driver license

*Areas of desired interest/study, skill and experience:*

- Pursuing a degree in Agriculture
- Proficient in Microsoft Excel / Word
- Strong organizational and communication skills
- Attention to detail and ability to multitask
- Ability to compare and analyze data vs expected numbers
- Bilingual (Spanish)

This position will assist the Grower Relations team with daily efforts to prepare and execute the logistics surrounding the harvest and transportation to and from the packing house. Collect data surrounding the crop such as samples for testing, quality of fruit, harvest crews and timing. Analyze data to identify areas of improvement. Spend part of your day in a grower(s) field and part of your day in the packinghouse to help connect the action of harvest with the action of sorting and packing the harvest. Connect daily with packing house departments to learn what they have experienced and to help make the growers experience the best it can be at HBF International. Work with the Grower Relations team to maintain the weekly crop forecasts. Learn and use the company standard operating procedures for loading and securing a grower trailer. Work closely with all HBF departments to understand and help support their responsibilities when it comes to the grower base. Training and a company vehicle will be provided.

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## Marketing Coordinator

### [Alt Co-Working](#)

*Areas of desired interest/study, skill and experience:*

- Marketing, project management, professional writing skills, social media, graphic design, must be very comfortable with learning and utilizing new computer programs.
- Entrepreneurial mindset, business planning

Alt Co-Working is looking for a Marketing Coordinator to support in creating a growth plan for summer/fall marketing efforts for small business and entrepreneurial programming, further developing member and community newsletters, developing marketing systems for member and community events, and analyzing and growing online advertising.

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## Program Coordinator -- [McMinnvillle WORKS Summer Internship Program](#)

### [McMinnvillle Economic Development Partnership](#)

*Areas of desired interest/study, skill and experience:*

- *self-starter, time manager, detailed and organized, strong written and verbal communication, event coordination, leadership, teamwork, project management, marketing*
- *MS Office, Google Docs, social media platforms*

This intern is responsible for overseeing the Summer Internship Program through organizing and producing Professional Development Workshops and events, executing communication strategies, and has the opportunity to take a deep dive into project management. This position requires a high level of professionalism and creativity, as the intern will work directly with business leaders, HR directors and their fellow peers in the program cohort. They will manage the daily operations of the internship programs. Applicants should be strong self-starters, time managers, work with computers (office, google), professional writing abilities, and organize a variety of details, interest in social media marketing. Reliable transportation and professional attire required. Starts ~ (flexible) May 23 and ends August 19.

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## Research Assistant (Entomology/Biology/Soil Science) (1 position)

### [Chapul Farms](#)

*Areas of desired interest/study, skill and experience:*

- Data oriented, Mechanically inclined, Farm experience, Ability to lift and move 40 lb trays/bags short distances
- Entomology, Biology, Soil Sciences, agriculture

Chapul Farms uses black soldier fly larvae (BSFL) microbiology to close agricultural production loops. The insects consume and upcycle nutrients previously destined for landfills, restoring biodiversity to soils and gut microbiomes. The intern would help us run feedstock trials (using insects to break down various types of waste) at our McMinnville research facility. The intern would help us capture data and lessons learned, then we would discuss how to apply to larger scale production facilities.

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### **\*Website Design**

[Navarra Gardens](#)

\*Part-Time

*Areas of desired interest/study, skill and experience:*

- *self-starter, great communication skills both written and verbal*
- *WordPress Web Platform, social media, marketing*

This intern will be responsible for designing a WordPress website for Navarra Gardens wedding and event venue in Willamina, Oregon.