



## 2023 Summer Internships

[APPLY HERE](#)

Deadline is at midnight on **March 1, 2023**

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

Visit [McMinnville WORKS](#) programs for more information.

*This list is current as of: **March 28, 2023** -- This is a living document and is continually updated.*

### **Summary of Internship Positions:**

Administrative - Healthcare, Government, Construction

Business Operations - Restaurant Startup Manager

Data / CRM - Economic Development

Data Analyst / Finance

Design - Construction

Engineering - Civil, Water Field

Engineering - Data Analysis

Engineering- Drafting

Engineering - Electrical

Engineering - Mechanical / Machinist

Event Planning

Farm Hand / Research Assistant - Microbiology

Lab Assistant - Biomedical

Marketing - Government, Healthcare, Construction, Internship Program, Non-Profit/charitable organization

Marketing - Social Media

Machinist - Project Manager

Merchandising / Sales

Product Testing / Quality Assurance - Consumer Electronics

Program Coordinator - McMinnville WORKS Summer Internship Program

Project Manager - Construction

Quality Control/Data Management

Research Technologist - Agriculture/Microbiology/ Soil Science/ Food Science

Software Development

Specimen Processing - Biomedical

## McMinnville WORKS Internship Opportunities

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### **Administrative Intern / Marketing: City Government**

City of McMinnville Oregon

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

- Communication, both verbal and written
- Attention to detail, organized
- Project management
- Meeting and Event Planning
- Marketing: Social Media
- Photography

The intern will be splitting their time between the City Recorder and the Communications & Engagement Manager. Work would include; City record keeping, City Council agenda packets, setting up Council Meetings, city/community events, employee newsletter, social media, photography, etc.

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### **Administrative Office Assistant: Construction**

Fackler Construction

- ❖ 18 years+

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

- Detail oriented, organized
- Communication, verbal and written
- Data entry

Fackler Construction Company is seeking a highly organized and detail-oriented student intern to join our team as an office assistant. The Ideal candidate will be responsible for performing various administrative tasks, such as answering phones, filing documents, and maintaining databases. Additionally, they will assist the construction team with scheduling appointments, preparing invoices and managing correspondence. This is an excellent opportunity for a student who is eager to gain hands-on experience in a fast-paced office environment.

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### **Administrative - Executive Intern: Healthcare**

Willamette Valley Medical Center

- ❖ 18 years+

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

- Organized, attention to detail
- Excellent communication skills, both verbal and written
- Willingness to learn
- Integrity
- Willingness to work hard
- Interest in Healthcare, Administration Track, Life Sciences
- Marketing efforts to build the Medical Community

This intern will focus on Healthcare Market Projects to build the Medical Community. Willamette Valley Medical Center (WVMC) is a 60-bed acute-care, full-service facility, fully accredited by The Joint Commission and certified as an accredited Chest Pain Center by ACC Accreditation Services, the accrediting arm of the American College of Cardiology.

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**Business Operations: Restaurant Startup Manager** (part-time)

Local Flow Health Bar/ Crepe World Food Cart

- ❖ Food Handlers Card
- ❖ Valid Driver's License
- ❖ Ability to lift, stand for periods of time
- ❖ Flexibility in work schedule

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

- Organized, attention to detail
- Entrepreneurial
- Store Management
- Food Cart Operations
- Healthy Living
- Food Inventory
- Excellent at Multitasking
- Calendar/ Scheduling
- Store Organization
- Communication
- Upbeat personality and customer service

This Intern would be responsible for daily operations of the store and cart operations. They will work side by side with the owner to learn the details of daily operation managing employees', process food inventory and

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ensure our patrons are receiving the highest quality products and service.

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## Data Analyst

### The Ground

- ❖ 18 years +

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

- Self Starter, detail oriented
- Tech Savvy (Excel)
- Data Analysis, ability to interpret data
- Willingness to be around a group of fun people, love of animals, land, people and good food!

- Identify, analyze and interpret trends or patterns in complex data sets using statistical techniques and develop ongoing reporting and dashboards

- Lead data mining through digging deep into complex data and large data sets in order to spot patterns that may crop up by leveraging a combination of current systems that help in data visualization and its simplification

- Ability to interpret data in order to draw conclusions

- Communicate conclusions, themes, patterns and data through reporting methods developed by the intern using available software systems

- Areas of data include: water systems, marketing, sales, financials

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## Database/CRM Launch

### McMinnville Economic Development Partnership (MEDP)



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

- Self Starter
- MS Excel proficient
- Detail oriented

This internship is an opportunity to take a deep dive into CRM (customer relationship management) and data management. As part of a new project team, this intern should be proficient in MS Excel. As part of a City wide project to create a business resource database, this intern will manipulate, merge and edit business lists into one complete csv file for upload to Salesforce. Working with MEDP staff and our Salesforce reps. to create a City of

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McMinnville business database. This position requires exceptional Excel skills, a high level of organization and attention to detail.

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## **Design - Construction**

### Fackler Construction

- ❖ 18 years+

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

- Experience with design software, such as AutoCAD or SketchUp
- Strong understanding of construction design principles
- Communication skills, teamwork

Fackler construction is seeking a talented design student to assist our sales and design team. The ideal candidate will have experience using design software, such as AutoCAD or SketchUp, and have a strong understanding of construction design principles. They will be responsible for creating and revising construction plans, working with clients to understand their design needs, and collaborating with the sales and design team to ensure that projects are completed on time and within budget. This is an excellent opportunity for a student who is looking to gain hands-on experience in the construction industry and build their portfolio.

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## **Engineering - Civil/Water Field**

### 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 2023.

*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**

### 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

The person in this position will assist in a wide variety of civil engineering projects related to transportation and wastewater systems; project inspection and management; and public infrastructure asset management, mapping, and GIS. 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 - Data Analysis**

### Parker Meggitt

- ❖ Valid Oregon Driver's License
- ❖ Must be +18 and eligible to work in the US (must be US citizen or Permanent Resident)

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

- Engineering
- Data Analytics
- Organized
- Self-Starter

This role will focus on data collection and analysis. Working closely with our Customers, we deliver technologically differentiated systems and products with high certification requirements in aerospace, defense and selected energy markets.

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## Engineering - Drafting

### Solid Form Fabrication

- ❖ Must be +18

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

- Engineering
- Drafting
- Solidworks
- CAD

The McMinnville Works Engineering Intern will work with Engineering Department leaders to gain an understanding of the fundamental Solid Form engineering processes and participate in engineering related projects. As a Solid Form team member, this position shares and demonstrates our mission and values through workmanship and interactions with internal and external audiences.

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## Engineering - Electrical

### McMinnville Water & Light

- ❖ Valid Oregon Driver's License
- ❖ Currently enrolled in a 2 or 4 year college technical program (e.g. engineering, drafting, science, or math) having completed at least 24 credit hours. Experience or training in using technical drawings (either civil, electrical, mechanical or structural).

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

- Works closely with the Senior Electrical Engineer with system design including substation construction and retrofits and transmission and distribution system improvements.
- Performs skilled drafting of preliminary and final construction drawings and specifications, maps, schematics, diagrams, as-builts, forms, etc. from verbal instructions and/or preliminary sketches in electrical, civil, and architectural engineering fields.
- Field verifies drawings for electric or water personnel.
- Maintains the network archive and physical archive of facility, equipment, schematic, and construction drawings.
- Develops and maintains new and existing drafting standards.
- Organizes work to be accomplished in a safe and efficient manner.
- Performs related work as assigned.

This is engineering and drafting work in the Engineering Department of McMinnville Water and

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Light (MW&L). The Electrical Engineering Intern is responsible for assisting with project design and documentation, and maintaining system drawings. The Intern is expected to accomplish this through use of AutoCAD, manual drafting, organization skills, and Microsoft Office software.

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## Event Planning

### Wagner Advisory Group LLC

- ❖ Valid Driver's License and ability to drive

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

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and in a team environment.
- Assist with marketing efforts including social media and email campaigns.
- Help manage event timelines and ensure deadlines are met.
- Professional and positive attitude with excellent interpersonal skills
- Proficiency with Microsoft Office and Google Suite
- Strong interest in event planning and execution
- Passion for technology and innovation

This role will assist with coordinating vendor and sponsor logistics, including communication and delivery of sponsor benefits. Work with speakers to ensure timely delivery of presentation materials and schedule coordination. Assist with marketing efforts, including social media and email campaigns. Help manage event timelines and ensure deadlines are met. Attend planning meetings with the Director of Conference Development and provide input and assistance on all aspects of event planning. We are a team of experienced professionals who provide technology advisory services and digital transformation solutions to businesses. Our focus is on digital transformation and cybersecurity which makes us the ideal partner for businesses looking to grow and compete in today's digital economy.

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## Farm Hand / Research Assistant - Microbiology

### Chapul Farms

- ❖ Ability to lift and move 40 lb trays/bags short distances

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

- Basic Mathematics,
- Proficient in Microsoft Excel/Word
- Data oriented,
- Mechanically inclined,



- Farm experience
- Agriculture, Animal Nutrition, Soil Health, Gut Health, Sustainability, Closed loop production systems

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. This position would help us run feedstock trials (using insects to break down various types of agricultural waste) at our McMinnville research facility. The person would help us operate and maintain lab/farm equipment and capture data and lessons learned. We would then apply the learning from the research center to larger scale production facilities all throughout the US.

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## **Lab Assistant**

### Precision Analytical/ Dutch Test

- ❖ 18 years+

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

- Accuracy, High level of attention to detail
- Computer technology experience
- Organized
- Chemistry
- Data Entry
- Lab Tech
- Confidentiality
- Preparation of samples
- Patient Sampling

This role will support various daily needs of the lab in preparing patient samples for testing. Precision Analytical is a CLIA certified laboratory dedicated to helping patients and their healthcare providers find answers to complex clinical questions. Our unique hormone testing and reporting methods create better tools for healthcare providers to explore hormone issues with their patients.

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## **Marketing**

### SwedeMom Center of Giving / MacHub

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

- Familiarity with MS Office, Google docs., social media platforms.
  - Photography skills and product shots a plus
  - Community engagement and relations
  - Self-Starter, Organized, team player
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- innovative and creative
- reliable and consistent

This intern will assist in areas such as social media graphic design, web design, copywriting and SEO. Photography skills are a plus. Swedemom Center of Giving is passionate about making a difference in the financial stability of charitable organizations.

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## Marketing: Social Media

### [Fackler Construction](#)

- ❖ 18 years+

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

- Creativity
- Strong knowledge of social media platforms
- Website management (WordPress)

Fackler Construction is seeking a creative and motivated student intern to help with our social media and marketing efforts. The ideal candidate will have a strong understanding of various social media platforms, and have experience creating engaging content. The social media and marketing intern will be responsible for managing the company's social media accounts, creating and executing marketing campaigns and helping to increase brand awareness. They will be responsible for updating website content through WordPress. This is a fantastic opportunity for a student who is interested in pursuing a career in marketing and wants to gain valuable experience in the field.

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## Mechanical Engineer - Machinist, Project Manager

### [Pacific Pattern Technologies](#)

- ❖ 2 years of coursework or experience in auto mechanics, mechanical engineering, machining, CNC experience a plus

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

- Mechanical engineering, mechanically inclined
- Auto Shop or other hands on mechanical experience
- Hard working
- Willing to learn
- Honest
- Time management
- Reliable

This intern will be working at Pacific Pattern Technologies, a machine shop specializing in turbine engines for the aviation and aerospace industries and in orthopedic components. CNC machining experience is a plus. Desire to learn and willingness to be trained up.

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### **Merchandising / Sales**

SwedeMom Center of Giving / MacHub

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

- Familiarity with Retail Apps., MS Office, Google Docs.
- Photography skills and merchandise staging for photo shoots
- Self-Starter, Organized, team player
- innovative and creative
- reliable and consistent

This intern should be able to recognize high value brands, understand resale value of products, present items in an appealing way and support increased sales. Swedemom Center of Giving is passionate about making a difference in the financial stability of charitable organizations.

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### **Product Tester/ Quality Assurance**

Tanoshi, Inc.

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

- Product testing and reporting
- Product development / junior product manager
- Market research and analysis, online and in-store research, and create reports.
- Website development: help make improvements to our Tanoshi.com website.

Internship opportunity for hands-on work experience in developing new consumer electronics products. Testing apps and making reports on what needs fixing. Work with senior engineers to make improvements so the product is ready to launch. Great opportunity for future product managers.

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### **Program Coordinator -- McMinnville WORKS Summer Internship Program**

McMinnville Economic Development Partnership

- ❖ Reliable transportation and professional attire required.
- ❖ Position Starts ~ May 17 (some flexibility) and ends August 19.

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

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- Self-starter and time manager,
- Attention to detail and organized,
- strong written and verbal communication,
- event coordination,
- leadership, teamwork, coaching
- 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 will have 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 17 and ends August 19.

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## **Project Management -- Construction**

### Cellar Ridge

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

- Working with Architects, Engineers and Homeowners during the early stages of the project to determine feasibility of execution.
- Obtain permits and licenses from appropriate authorities
- Manage field crew and subcontractor schedules to ensure timely and accurate completion of projects.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Preside at pre-construction meeting with subcontractors
- Ensure that subcontractors are fully executing and complying with their contracted scope of work.
- Direct work in the field in accordance with plans and specifications.
- Communicate with the project to the project team prior to execution.
- Coordinate required inspections with local buildings departments.

This opportunity offers an indepth look at project management roles in the construction industry. The selected candidate will be responsible for overseeing construction projects and their progress along the way in a timely and cost-effective manner. The PM role will serve as the primary contact with homeowners and continually foster a positive relationship with all parties involved. Project Managers generate and monitor cost estimates,

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prime contracts, schedules, subcontracts, owner, and subcontractor change orders RFQ's and process submittals. Responsible for budgeting, organization, implementation, and scheduling of projects at hand.

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## Quality Control/Data Management

[Phenix Solutions, Inc.](#)

- ❖ Intern will need to be aware of general safety rules but will not be allowed to perform any mechanical or hazardous work per Oregon State Law

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

- Self Confidence, integrity
- Detail Oriented
- Conviction to stand up for what is right
- Mechanically inclined
- Excellent reading
- Critical thinking
- Mathematical Skills
- Basic hand tool knowledge

One of the major activities will be to collect, review, organize and store data to aid product conformity. Intern will learn about FAA conformity requirements, aviation components, aviation processes, quality requirements, quality control documents, counterfeit product prevention, FOD prevention, and many other aviation related activities in a very important area of aviation.

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## Research Technologist (Animal Science/Entomology/Biology/Soil Science)

[Chapul Farms](#)

- ❖ The position does require long periods of standing and need to be able to lift 50 lbs.

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

- Detail and Data oriented,
- Mechanically inclined,
- Farm experience, Ability to lift and move 40 lb trays/bags short distances
- Animal Science, Animal Husbandry, Animal Nutrition, 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)

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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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### **Software Development**

SwedeMom Center of Giving / MacHub

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

- Computer science, software skills
- Excellent computer skills, coding knowledge a plus
- Self Starter
- Organized
- Innovative and Creative
- Reliable and Consistent

This intern will need to work well with a team to perfect internal software systems used on a daily basis. Swedemom Center of Giving is passionate about making a difference in the financial stability of charitable organizations.

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### **Receiving / Processing: Specimen Processing - Biomedical**

Precision Analytical/ Dutch Test

❖ 18 years+

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

- Accuracy, High level of attention to detail
- Organized
- Confidentiality is key
- Data Entry and sample processing
- Computer technology experience
- Work as a team, support Lab Techs

This role will be receiving mail, organizing and accessioning samples for our lab which includes entering confidential patient information in our database. Precision Analytical is a CLIA certified laboratory dedicated to helping patients and their healthcare providers find answers to complex clinical questions. Our unique hormone testing and reporting methods create better tools for healthcare providers to explore hormone issues with their patients.

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**Current Host Sites, include:**

Cellar Ridge Construction

Chapul Farms

City of McMinnville - Administration

City of McMinnville - Engineering

Fackler Construction

Local Flow Health Bar / Crepe World

McMinnville Water & Light

MEDP

Pacific Pattern Technologies

Parker Meggitt

Phenix Solutions, Inc.

Precision Analytical

Solid Form Fabrication

SwedeMom Center of Giving / MacHub

Tanoshi Inc.

Wagner Advisory Group