

**Cascade Steel:**

Electrical Engineering Intern: Cascade Steel’s electrical engineering intern will primarily be responsible for preparing and designing field conduit schedules, preparing packages for bids, converting drawings to Auto-Cad format, and putting the system into use. Additional work will include 3D Cad drawings, preparation of electrical relay protective systems, and review of existing projects for potential problems in execution. This intern should have two years of collegiate engineering experience at minimum.

**City of McMinnville:**

Civil Engineering Intern : This intern 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. The intern will assist with City capital improvement projects and develop skills interpreting project construction plans, as-builts and other engineering products and will assist on other Engineering and Community Development projects as needed.

**HBF International:**

Data Management Intern (Two Locations): This intern will assist in the development/design of a tracking system, track all inbound/outbound supplies, leased equipment, driver routes/mileage reporting, sort out fruit, and email Grower reports. This intern must be at least 18 years old, have a valid driver license and have reliable transportation.

Office and HR Assistant Intern: HBF International’s office and HR assistant intern will be responsible for record maintenance, updating employee training records, time and attendance tracking, and managing the employee incentive program. This intern must be at least 18 years old, have a valid driver license and reliable transportation.

Export Sales Assistant Intern: This intern is responsible for answering telephone lines to assist during peak sales hours, assisting in domestic and export sales with order entry and office related tasks, spending scheduled working hours in various departments. This intern must be at least 18 years old, have a valid driver license and reliable transportation. Bilingual spanish skills are desirable. Knowledge of the agriculture industry helpful but not required.

Training Videos and Social Media Developer Intern: This intern will be responsible for creating training videos to be used in new hire training, creating social media content (including a backlog for future use), and creating digital messages to educate employees and visitors about proper food handling and safety. This intern must be at least 18 years old, have a valid driver license and reliable transportation.

## McMinnville Economic Development Partnership (MEDP):

McMinnville WORKS Internship Program Coordinator Intern: This intern is responsible for managing the day to day of the McMinnville WORKS program, including organizing professional development sessions, executing communication strategies, record keeping, and creative production. This position requires a high level of professionalism, as the intern will work with McMinnville WORKS program interns and local business leaders. Applicants should be strong with computers, writing, and details. Reliable transportation and professional attire required. Internship runs extended period: May 21 – August 10, 2018.

## McMinnville Water & Light

McMinnville Water & Light Conservation Intern: This intern will work in the McMinnville Water & Light conservation program, they will interact with customers, scan and file documents, complete water and heat pump audits and inspections, as well as simple lighting audits and inspections.

## Meggitt Polymers and Composites

Quality Technician Intern: The quality technician intern will work in an aerospace manufacturing facility and assist with a review of the quality investigation process. They will work to develop a consistent approach to reducing quality issues and incidents. Seeking students with experience in manufacturing, industrial, or mechanical engineering.

Manufacturing/Industrial Engineering Intern: This intern will work in an aerospace manufacturing facility in the manufacturing engineering department. They will design and create tooling solutions to manufacturing processes, write work instructions for part building, and learn how to create built-in quality while building parts from the ground up.

Continuous Improvement Intern: This intern will work in an aerospace manufacturing facility and assist with special projects around process improvements across the plant and specific to our inventory, shipping, and planning departments. They will review existing processes and use lean tools to make improvements. Seeking students with experience in manufacturing, industrial, or mechanical engineering.

## OnlineNW:

Sales/Marketing Intern: This dual aspect intern will drive sales by communicating with customers in person and over the phone, following up on leads, forming quotes, and visiting potential business clients in person. They will also market OnlineNW by working with the in-house designer for sales materials, creating brochures, and implementing social media strategies. Applicants should be strong, persistent communicators with a marketing background, interested in new technologies, and competent in social media. Sales experience is a major plus.

Executive Assistant: This intern will work with the CEO in conducting research, preparing statistical and financial reporting, handling information requests, along with reading, researching, and routing correspondence. An ideal candidate is a recent college graduate with a degree in business administration or finance.

## **Precision Analytical Inc.**

Marketing Generalist Intern: This internship will focus on marketing for the whole company. This will include design, social media networks, and working on specific advertisement projects. This includes a focus on digital marketing, content writing and project management. The candidate will be highly organized and detail oriented. This position works across multiple departments in a collaborative effort, fostering relationships, while being a proactive team player.

## **Predicta Inc.**

Marketing Intern: This intern will focus on all kinds of marketing, including social media, content editing and design. Interns will be expected to represent the company through online presence, email campaigns, and will learn to develop marketing automations through an online CRM software (Hatchback).

Software Engineering Intern: This intern will work on all things engineering, with more projects and responsibilities given to them as their skill level progresses. Familiarity with scripting languages (python, javascript, php, etc.) and any UI framework experience (react.js, angular.js, etc.) is a plus.

## **Sea Reach LTD**

Design Support Intern: This creativity-based internship will support Sea Reach's design team by utilizing digital sources and historical archives for exhibit formation, and assist in the print shop with light manufacturing including: painting, laminating, packaging etc. The intern should be prepared to provide general support as well by researching products and completing assorted tasks.

Graphic Design Intern: This intern should have a working knowledge of graphic design programs - InDesign, Illustrator, or Photoshop. Projects include work with printed materials and partnerships with other designers to develop exhibit designs. Applicants should be prepared to show samples of past work in their portfolio.

## **Solid Form Fabrication:**

Accounting Intern: Solid Form's accounting intern will be responsible for working on daily accounting tasks including job costing, time tracking, accounts payable, and accounts receivable. They will also work with multiple departments on special projects relating to fixed assets audits, custom departmental financial reports, project profitability reports, and improving time and materials tracking systems.

## **Willamette Valley Medical Center:**

HR/ Marketing Intern: At WVMC, the intern will be responsible for a variety of projects in marketing and human resources. /HR projects. Research will include external sources as well as internal historical data. In addition to gathering, organizing, and updating data, interns will help with the day to day operations of each department.

## **Yamhill County Clerk:**

Yamhill County Clerk Intern: This office intern will provide general assistance to the County Clerk's office, including documentation of clerical and archived work, typing memos, filing, proofing, and data entry. Qualified applicants will be familiar with following simple instruction and office equipment.