



High School Internship Program

Partnership Manual

Updated 09/2022

Contents

About the Port of Seattle

Career Connected Learning

Program & Curriculum

Program Schedule

Selection Process

Credit Earning Internships

Awareness Activities

Communications

About the Port of Seattle

Port Mission

Port Values and
Strategic Goals

WFD Policy Directive

Port Related Industries

Port Guiding Principles

Community Priorities

What is the Port of Seattle?

- Special purpose government that exists to create equitable economic opportunities in our region.
- Owns and operates **Seattle-Tacoma International Airport**; 30+ miles of waterfront property and parks.
- King County voters elect our Port Commission to set priorities.



Port Mission and Values

Promote economic opportunities and quality of life in the region by advancing trade, travel, commerce and job creation in an equitable, accountable and environmentally responsible manner.

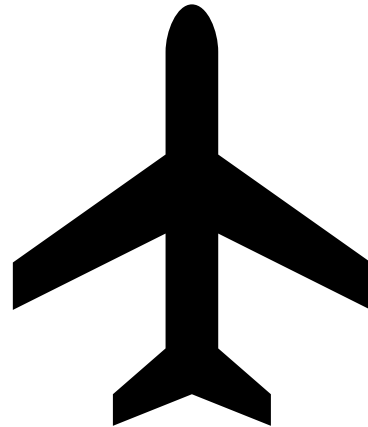
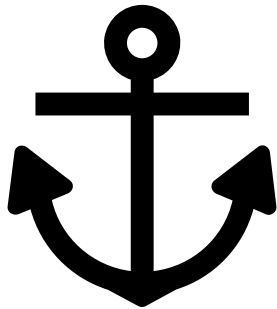
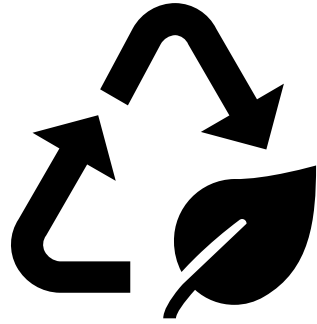
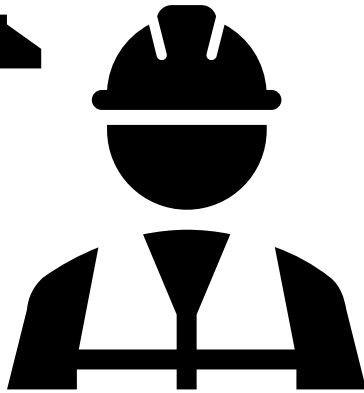


Come aboard. Spread your wings.



Port of Seattle®

SEA Seattle-Tacoma International Airport



Port of Seattle Internship Cohorts

- Aviation
- Green Jobs
- Community Engagement
- Maritime

Talent Pipeline Guiding Principles

Port of Seattle Century Agenda Objectives

Increase career opportunities for local communities in all port-related industries.
Advance regional workforce development in port-related industries to provide equitable access to quality careers.

Workforce Development Policy Directive

Increase equitable access to economic prosperity; expand youth opportunities; partner with CBOs, educational institutions, labor, industry stakeholders, and government agencies.

Human Resources & Talent Management Goals

Build diverse talent pipelines into Port of Seattle careers. Integrate Leadership Development Strategy into all Programs.

Regional CCL Strategy & Partner Priorities

Multi-agency partnerships with Port industry, public agencies, community organizations, and educational institutions to create Awareness, Exploration, Preparation, and Career Launch programming that connects youth to jobs.

Community Priorities

Equitable Access

Prioritize youth furthest from opportunity.

Inclusivity

Create shared language between Community Partners and Port of Seattle.

Cultural Awareness

Understand the history between communities and the Port of Seattle. Honor traditions.

Talent Management Pipelines

Investing in our Future
Workforce

Career Connected
Learning

CCL Framework

Youth Employment

Pipelines in Progress

Investing in Our Future Workforce

- Current workforce shortage:
 - 40% of U.S. employers struggle to fill more than 5 million open jobs.
 - 6 million young adults are neither working nor in school.
 - 16-24 face higher unemployment rates than any other population.
- Invest in youth employment:
 - Increase workforce diversity
 - Creates robust talent pipeline
 - Fills critical skills gap
 - Spurs innovation



The Solution: Career Connect Learning is a braided pathway that connects students to the career opportunities around them, starting early in their schooling

Career Connected Learning



Employment



Education
(K-12 and Postsecondary)



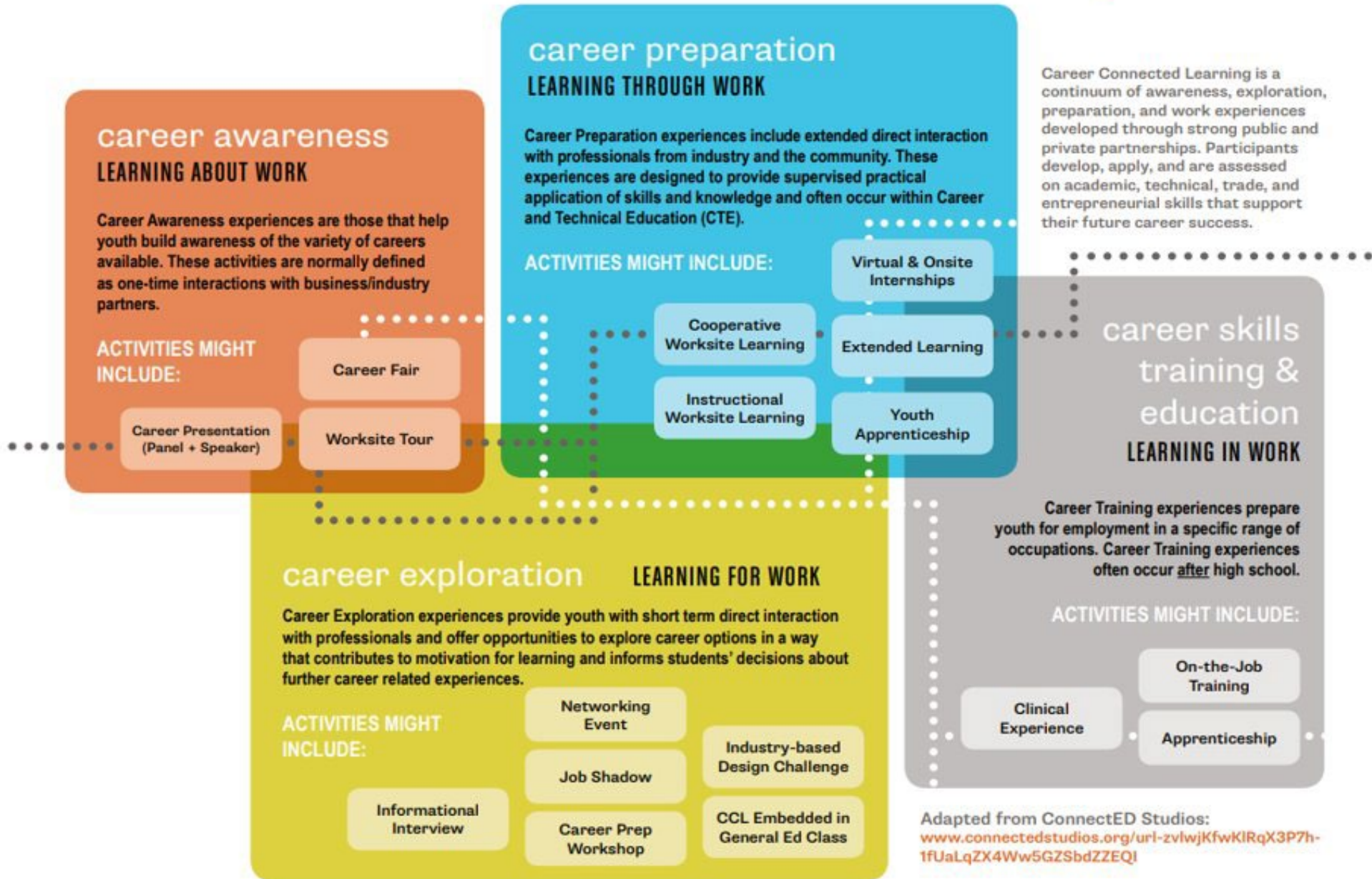
Benefits for students

- Applied, hands-on, learning opportunity
- Provides real life, paid, work experience
- Earn post-high school credit and credentials
- Supports equitable access jobs for all students

Benefits for employers

- Develops robust talent pipeline
 - Reduces hiring costs
 - Increases retention through strong student connections
 - Adds diversity to candidate pool
-

CAREER CONNECTED LEARNING FRAMEWORK



Adapted from ConnectED Studios:
www.connectedstudios.org/url-zvlwjKfwKIRqX3P7h-1fUaLqZX4Ww5GZSbdZZEQ

Program Description

Values and Goals

Equity Index

Partner Criteria

Current Partners

Curriculum Outline

21st Century Skills

Mentorship

Program Pipelines

Program Values & Goals

Center Anti-Racism and Equity in program access, curriculum development, and community engagement.

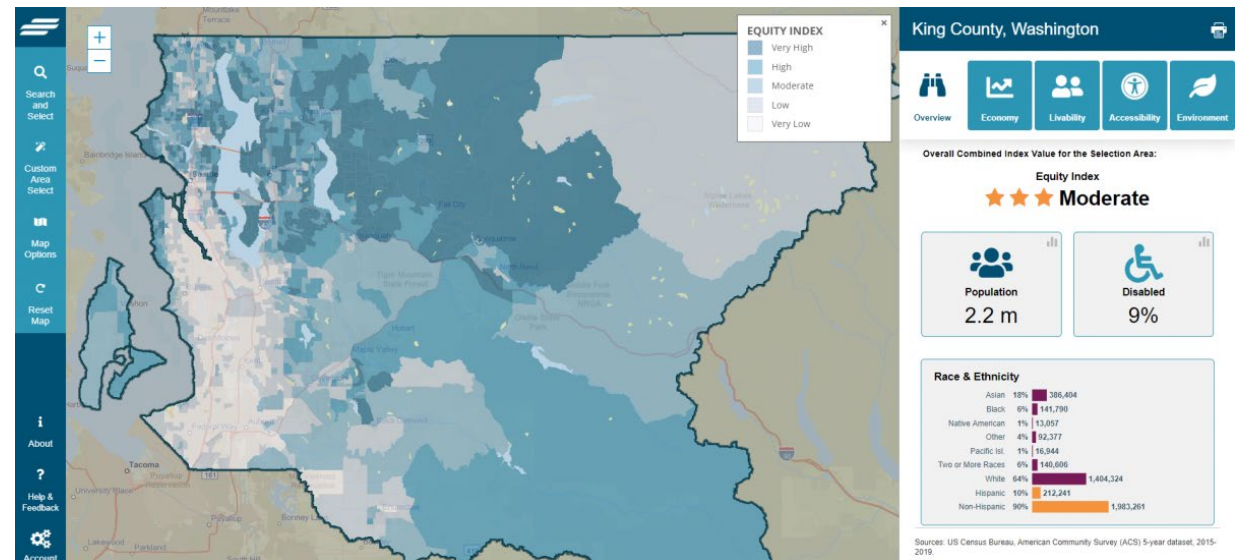
Build Diverse Talent Pipelines into Port of Seattle Careers.

Develop leaders among existing Port employees and the incoming workforce.

Partner with Community and Youth Voice.

Equity Index

- The Port of Seattle's Equity Index is an interactive map that displays a visual representation of social and environmental disparities in King County
- The Index uses 21 indicators in the categories of economy, livability, accessibility, and environment
- The Port of Seattle uses the Equity Index to establish partnerships and serve youth in low-equity zip codes in its internship programs



Education and Community Partner Criteria



Supports youth living in “very low” equity zip codes, as defined by Equity index



Provides youth with ongoing support and wrap around services



Offers youth career development training



Has demonstrated commitment to anti-racism and equity, diversity and inclusion



Able to assist with recruitment and selection of interns



Is a community-based organization or school



Willing to track and share metrics on alumni



Preferred: Connection to Port related industries



Preferred: Willing to collab on curriculum development

Current Partners

Community Partners:

- Asian Counseling and Referral Services
- Community Passageways
- Duwamish Valley Youth Corps
- El Centro de la Raza
- Femme2Stem, YWCA
- Museum of Flight
- Partner in Employment
- Seattle Goodwill
- Young Executives of Color

Education Partners:

- Aviation High School
- Chief Kitsap Academy
- Maritime High School
- Muckleshoot Tribal Schools
- Puget Sound Skills Center
- Seattle Skills Center/ Launch 206
- Rainier Valley Leadership Academy
- YEAR UP
- Renton Tech CC
- South Seattle CC
- Green River CC

21st Century Leadership Skills

Interns develop transferable skills while collaborating to complete projects that increase their knowledge of Port-related industries and careers.



Winter Curriculum Outline - Hybrid



Week 1

Getting to know the Port and each other

Team development

Workplace expectations



Weeks 2-8

Transferable skill development

Facility tours

Meetings with project stakeholders and mentors



Week 9-11

Finalize project deliverables

Work on resumes



Week 12

Lessons learned process

Prepare for and deliver final presentation

Summer Curriculum Outline - Hybrid



Week 1

Getting to know the Port
and each other

Team development

Workplace expectations



Weeks 2-6

Transferable skill
development

Facility Tours

On Site Workdays

Meetings with project
stakeholders and mentors



Week 7-8

Finalize project
deliverables

Lessons learned process

Prepare for and deliver
final presentation

Work on resumes

Mentorship

- Port mentors are representative of intern population
- Small group discussions on Fridays
- Topics:
 1. Feeling Valued and Respected in the Workplace
 2. Finding Your Passion
 3. Setting Personal, Academic, and Career Goals
 4. Power of Networking
 5. Identifying Strengths and Weaknesses
 6. Youth Led Topic



Program Schedule

Summer

Winter

Summer Schedule

8 weeks | 25 hours a week

M: Virtual (10 to 3)

T/W/Th: Hybrid based on
department (10 to 3)

F: Virtual (10 to 3)



Outreach –

3rd Monday of April to 3rd Friday of May



Application Period –

3rd Monday of May to following Sunday at midnight



Selection and Hiring –

4th Monday of May to 2nd Friday of June



Onboarding –

Wednesday, Thursday, and Friday of 1st week



Program –

1st Wednesday of July to 4th Friday of August

Winter Schedule

12 Weeks | 10hrs a week

M-F: Hybrid depending on
partner institution



Outreach – October



Application Period – Last two weeks of November



Selection and Hiring – by 3rd Friday of December



Onboarding – 2nd week of January



Program – 2nd Monday of January to 4th Friday of
March

HS Intern Selection Process

Outreach

Recruitment

Application

Selection & Hiring

Onboarding

Port of Seattle – Outreach

- Provide upcoming internship details to participating Community and Education Partners at least 3 weeks before application period
- Meet with youth to discuss program and application process
- Post requisitions with the ability to identify youth engaged in partner programs



Partners – Recruitment and Support

- Develop pipeline programming that prepares youth to be successful in Port internships
- Share outreach materials with youth in their programs and in their communities
- Schedule time for application support
- Support candidates throughout internship program



Youth – Application

- Create Username and Password
- Upload Resume
- Answer supplemental questions
- Have a short interview/phone screen with a Port employee
- Be available for onboarding day



Selection and Hiring

- Review applications based on desired competencies
- Phone Screens
- Participation commitment
- Email sent to candidates with onboarding details
- Youth must be 16 and eligible to work in the United States



Onboarding

- Meet and greet
- Fill out I-9 new hire paperwork
- Assign loaner laptops
- Facility Tour



Credit Earning

Independent Study

CTE

Port Credentials

Post-Secondary

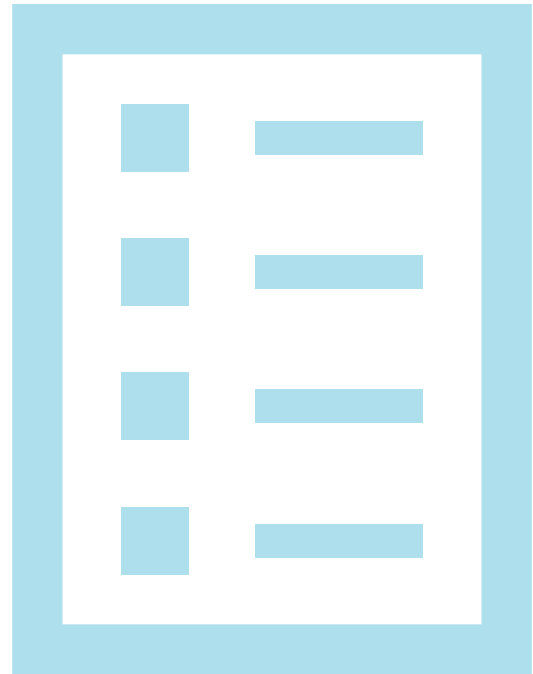
Independent Study Credit

- Programs that offer Independent Study Credit:
 - Winter Aviation cohort
 - Winter Maritime cohort
 - Winter Community Engagement cohort



Port Credential

- Programs that prepare interns for entry level jobs at the Port:
 - Aviation
 - Maritime
 - Green Jobs



Post-Secondary

- Programs that offer post-secondary or college credit:
 - Youth Development College Internship
 - YEAR UP internship
 - Survey and Mapping internship
 - Construction Management internship
 - Continuous Process Improvement internship
 - AutoCAD internship



Communications

Intern Presentations

Partner Meetings

Port of Seattle Contacts

Alumni Engagement

Intern Presentations

- High School Interns showcase their work at the end of each quarter through virtual presentations
- Presentations are attended by Port of Seattle staff, intern families, and community supporters

The screenshot shows a virtual presentation slide with a light blue background. At the top, a yellow box contains the title **Project Definition**. Below the title, there are three blue text boxes, each connected to a stack of blue circles on the left by a white line. The first box contains the text: "Baseline: How can the Port be a better partner to indigenous communities?". The second box contains: "Narrowed down project scope to : 'Why is it important for the youth to establish relations w Port Commissions?'". The third box contains: "A question we asked ourselves: How can we create a project that clearly conveys the information that people need to feel confident in interacting with the Commission?". On the right side of the slide, there is a stack of green circles with a white star on top. At the bottom of the slide, there is a video conference interface showing several participants' names in colored circles: +60, RV, AD, AT, MH, JY, SC, KH, and ZA. Below the names, there are small video thumbnails for some participants.

Partner Meetings

- The Port hosts monthly meetings with community and education partners
- Meetings are held the second Wednesday of the month on Microsoft Teams
- Meetings are a space to discuss outreach, upcoming application cycles, and feedback



Port Contacts

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Alumni Engagement

- The Port hosts a [LinkedIn Group](#) for alumni of internship programs to stay connected and share opportunities

