<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Port of Seattle</td>
</tr>
<tr>
<td>Career Connected Learning</td>
</tr>
<tr>
<td>Program &amp; Curriculum</td>
</tr>
<tr>
<td>Program Schedule</td>
</tr>
<tr>
<td>Selection Process</td>
</tr>
<tr>
<td>Credit Earning Internships</td>
</tr>
<tr>
<td>Awareness Activities</td>
</tr>
<tr>
<td>Communications</td>
</tr>
</tbody>
</table>
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 Internship Cohorts

- Aviation
- Green Jobs
- Community Engagement
- Maritime
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
• 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.

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

Career Awareness
LEARNING ABOUT WORK
Career Awareness experiences are those that help youth build awareness of the variety of careers available. These activities are normally defined as one-time interactions with business/industry partners.
ACTIVITIES MIGHT INCLUDE:
- Career Fair
- Career Presentation (Panel + Speaker)
- Worksite Tour

Career Preparation
LEARNING THROUGH WORK
Career Preparation experiences include extended direct interaction with professionals from industry and the community. These experiences are designed to provide supervised practical application of skills and knowledge and often occur within Career and Technical Education (CTE).
ACTIVITIES MIGHT INCLUDE:
- Virtual & Onsite Internships
- Cooperative Worksite Learning
- Extended Learning
- Instructional Worksite Learning
- Youth Apprenticeship

Career Exploration
LEARNING FOR WORK
Career Exploration experiences provide youth with short term direct interaction with professionals and offer opportunities to explore career options in a way that contributes to motivation for learning and informs students' decisions about further career related experiences.
ACTIVITIES MIGHT INCLUDE:
- Networking Event
- Job Shadow
- Informational Interview
- Career Prep Workshop
- Industry-based Design Challenge
- CCL Embedded in General Ed Class

Career Skills Training & Education
LEARNING IN WORK
Career Training experiences prepare youth for employment in a specific range of occupations. Career Training experiences often occur after high school.
ACTIVITIES MIGHT INCLUDE:
- On-the-Job Training
- Apprenticeship
- Clinical Experience

Career Connected Learning is a continuum of awareness, exploration, preparation, and work experiences developed through strong public and private partnerships. Participants develop, apply, and are assessed on academic, technical, trade, and entrepreneurial skills that support their future career success.

Adapted from ConnectedEd Studios:
www.connectededstudios.org/url-zvLiDkFlRqX3P7h-T1UsLq2X4wWxSGzBdZZECJ
Program Description
# 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
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
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

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)
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 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
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

Jessica Pate, Emerging Talent Program Coordinator
pate.j@portseattle.org

Shannon Foss, Emerging Talent Program Coordinator
foss.s@portseattle.org

Internship Mailbox
internships@portseattle.org
Alumni Engagement

- The Port hosts a [LinkedIn Group](https://www.linkedin.com) for alumni of internship programs to stay connected and share opportunities.