

## **Print Industry- (High School Summer Intern)**

**PPI –Pacific Printing Industries Association  
Portland, OR**

### **Title: Print Industry- (High School Summer Intern)**

**Location:** Portland, OR area

**Type:** Full time temp (40 hours per week)

**Duration** of Project: June- September (2 months)

**Shift:** M-F 8:30am-5pm

At Pacific Printing Industries Association (PPI), our top priority is to find and develop the next generation of skilled laborer in the printing trade. We will be hiring summer interns for Portland-area print shops. This internship is a great opportunity for graduating high school seniors who are looking for a career right out of college or for college-age students taking a gap year. Individuals who successfully complete our internship will gain tangible skills in working at a print shop, workable knowledge of how the printing process functions, and have the potential to be hired on as a permanent full-time employee.

We are looking for applicants who have a strong work-ethic, able to do hands-on work often and learn quickly. Students interested in a long-term career in the printing industry (design, manufacturing, customer service, etc.) are strongly encouraged to apply. Visit <https://explorevizcomm.org/internships/> to apply.

### **Job summary:**

The Print Industry- (High School Summer Intern) will be working as an unskilled laborer on the manufacturing floor of a Portland-area print company. The intern will be familiarized with the company they are placed in and the industry. If hired, the intern will take an orientation course and attend three (3) monthly cohort meetings with the PPI staff and fellow interns, in addition to working 40 hours of duties as assigned by their placement. This internship is designed to allow the student to gain useful experience and help them determine future career pathways in the printing industry. This internship does have potential to lead towards full-time employment by your placement company or other PPI Member companies.

### **General description of duties:**

- Duties as assigned by placement, including:
  - Use of hand trucks and pallet jacks
  - Handwork
  - Kit building
  - Running or observing the use of paper product machines including:
    - Bag making and box making machines
    - Gluing, gumming, and folding machines
    - Rotary printing presses
- Attending monthly cohort hosted by PPI to discuss the program and placement.
- Take online *Orientation to the Graphic Arts* course and test.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge & Skills required:**

- Good communication, organizational, time management skills
- Dependable and Reliable
- Teamwork
- Customer Service
- Desire to learn

### **Qualification requirements:**

- Enrolled in High School or have earned High School Diploma or Equivalent.
- Minimum age to apply is 17 yrs old
- Must have access to reliable transportation for work and cohort meetings.
- No related experience required.

**Department:** Bindery, Wide Format, Press, Prepress, Warehouse, Fulfillment

**Classification:** Non-Exempt/Hourly

**Salary range:** Minimum wage, \$13.25 per hour

**Reports to:** Manager of the department

**Schedule/Shift:** This is a temp full-time position. Monday-Friday, 8:30 AM to 5:00PM

**Process & Timeline**

- Must be enrolled in High School or have earned High School Diploma or Equivalent.
- Apply with resume and attach (1) paragraph on why you want this summer internship.
- Applications will be accepted until 5 PM, April 1, 2020
- April-May: Application, Interview & Selection Process
- June- September: (2) month Internship
- Interns will be notified (2) weeks before the end of the internship if their placement is offering a full-time position
- Feedback form filled out at the end of internship

**Physical demands and abilities:**

Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear

Regularly lift and/or move objects 10-25lbs occasionally lift and/or move objects that weigh more.

Frequently required to stand and walk

**Work Environment:** While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

PPI is an equal opportunity employer who values an inclusive and diverse community. Qualified candidates of all backgrounds are encouraged to apply.