



Airport Management Intern (Summer Internship)

TITLE: Airport Management Intern	STATUS: Exempt or Non-Exempt
REPORTS TO: Airport Manager	FT/PT: Part-Time
DEPARTMENT / AREA: Airport	DATE: July-August

OVERVIEW:

Location: Bremerton National Airport
Duration: 8 weeks
Schedule: 20 hours per week (flexible schedule)
Compensation: \$18.24 per hour

PURPOSE:

Bremerton National Airport is seeking a motivated and detail-oriented Airport Management Intern to support daily airport operations and administrative functions. This internship offers hands-on experience in airport management, exposure to aviation operations, and the opportunity to work alongside airport leadership.

ESSENTIAL FUNCTIONS:

- Assist with day-to-day airport operations and tenant relations
- Support safety inspections and compliance with FAA regulations
- Participate in airfield and landside operational monitoring
- Help maintain records, reports, and documentation
- Assist with planning, coordination, and special airport projects
- Provide general administrative support to airport management staff

CORE COMPETENCIES / EDUCATION REQUIREMENTS:

- Currently enrolled in or recently graduated from a program in Aviation Management, Business Administration, Public Administration, or a related field
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Interest in aviation and airport operations
- Basic proficiency in Microsoft Office (Word, Excel, Outlook)

WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities

- Lift or move 50 pounds
- Long periods of standing/walking
- Long periods of sitting

HOW TO APPLY:

Submit a resume and brief cover letter outlining your interest in aviation and this internship opportunity to: Coleb@portofbremerton.org

Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities, and expectations may change at any time with or without notice.

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