

Future of Work C2C Internship

College to County Intern 2022 - Department of County Management- Central HR

Pay Rate: \$20 per hour

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 30 - 40 hours a week

Telework: <Fully remote or hybrid as preferred>

Physical Location: 501 SE Hawthorne Blvd, Portland OR

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: NO

The Future of Work Coordinator who would manage this role, works alongside Organizational Learning, Workforce Change and Talent Acquisition Teams in Central Human Resources. Our role in Future of Work is to collaborate on strategic projects across the County with a change management lens particularly on telework, hybrid workforce and future focuses of workforce development. We support new learning and ongoing adoption of technology platforms used for our hybrid workforce, as well as cultural changes brought on by workforce changes internal and external to the County. We support project managers to engage in change management through all phases of their projects.

Internship Description:

This internship position would support the Future of Work Coordinator, a Central HR Manager, by focusing on identifying the current use of and future needs gathering across the organization for change/communications, focusing on pulse surveys and change readiness and adoption. This information will help inform development of and changes to existing communication channels, their utility, accessibility and relevance in the organization.

Responsibilities include:

- *Creating a Charter with the FOW Coordinator*
- *Creating a needs assessment project plan and timeline*
- *Building out a needs assessment methodology and pulse survey format*

- *Identifying stakeholders for needs assessments in each department and cross departmental teams*
- *Create and conduct needs assessments*
- *Provide a summary of findings to leadership at the conclusion of the assessment timeframe.*

Skills for Success:

- *Understanding of Google Apps*
- *Flexibility, curiosity, and ability to work independently*
- *Strong communication skills*
- *High degree of organization skills*
- *Ability to balance multiple priorities at one time*
- *Ability to work independently*
- *Effective Listening Skills*

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.



Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3rd, 2022.