

Interiors Project Management Internship

College to County Intern 2023 - Department of County Assets

Pay Rate:	\$24 per hour
Job Type:	Temporary College Intern
Duration:	Summer 2023 - 12 weeks
Hours:	30 - 40 hours a week
Location:	Virtual and Multnomah Building - Multnomah County Library Capital Bond Program (Hybrid) 501 SE Hawthorne Blvd 4th Floor Portland, OR 97214

About the Multnomah County Library Capital Bond Program

Thanks to the support of Multnomah County voters, Multnomah County Library passed a bond measure in November 2020 to expand several libraries and build a new library in East County for the community. These projects include:

- Expansions and renovations to seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library.
- Building an East County Flagship Library.
- Adding gigabit speed internet to all libraries.
- Creating a materials handling and distribution center.

The Library Capital Bond Program (LCBP) team is made up of staff from Multnomah County Library and the Department of County Assets, and we're committed to accountability, equity and accessibility for all. You can learn more about [our commitment to these principles on our website](#).

Internship Description:

The **LCBP Project Management Internship** provides the opportunity to work with and support interiors project managers. These library projects range from a 95,000 square foot new Flagship library, budgeted in excess of \$100 million, down to carpet replacements and minor updates for some of the branch libraries within Multnomah County. Interns will participate on project teams that include architects, engineers, contractors, interior designers and a variety of facilities and library staff. .

Duties in this internship will include:

- Provide support on systems furniture moves, adds, and changes.
- Document existing furniture quantities and locations
- Create presentation materials for surplus and donation efforts

- Document furniture and equipment donation, including sustainability efforts
- Perform field measurements and site verifications
- Perform touring sites with vendors
- Assist with document and records retention management
- Assist and support client communications
- Create presentation materials for client meetings
- Assist with quote review and order placement
- Process vendor invoices
- Assist with furniture specification and plan checks
- Track information for project budgets and schedules
- Other duties as assigned by project managers and or the PMO office

Ideal skills and characteristics to make you successful in this role include:

- A dedication to customer service
- Good communication skills, both verbal and written
- Attention to detail
- Team focused
- Self-motivated
- Ability to learn various County-employed software programs
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner while attending all necessary meetings.

Minimum Qualifications:

- Major coursework in project management, construction, architecture, interior design; or related field
- Experience with spreadsheets and Google docs/forms
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers and team members via phone, email or in person.
- Ability to both follow directions and work independently
- Possess a valid drivers license
- Ability to pass a criminal records check

Preferred Qualifications:

- Familiarity with Autodesk products (e.g. Revit)

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 2, 2023.