

Draft C2C Position Description: CHR Intern 2023

Central HR Communications Project Internship

Department of County Management- Central HR

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 30 - 40 hours a week

Supervisor: Ka Vue, Central HR, Communications Project Coordinator

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 Change Communications Project Coordinator will supervise this role in the Organizational Change (OC) Team of Central Human Resources (CHR). This team works alongside Organizational Learning, Wellness and Talent Acquisition Teams in Central Human Resources.

All these teams communicate regularly across the organization on programs and initiatives, provide consultation to departments and individuals, and teams. This internship will provide opportunities to work with each of these teams in a communications and online presence capacity.

Internship Description:

This internship has both a communication creation as well as a content curation and management component.

Communication Creation:

While working to support all the Central HR Teams, this role will take direction and be mentored by the Organizational Change team's Communications Project Coordinator, who supports internal partners in creating branding, newsletters, online learning and

graphics materials, and collaborating on communications for strategic projects across the County with a change management lens.

Therefore one focus of this role is to provide editorial and creative support in creation and editing of communications strategies on specific projects. The role may also explore creative ways to approach organizational change/communications internally that help inform existing communication channels, their utility, accessibility and relevance in the organization. These are deadline driven deliverables.

Communications includes:

- Internal countywide messages
- Newsletters
- Emails to targeted audiences with attached materials
- Online materials
- Presentations
- Blogs
- Infographics
- Brochures
- Video messages.

Content Curation and Management:

The second focus of this role is content curation and management in our intranet: Multco Commons. This entails reviewing, updating, editing and adding in original content to learning and communication pages owned by all the Central HR Teams.

Skill Development Provided:

- Will be expected to learn and grow in using Google Workplace for 95% of their communications, projects, and scheduling.
- The intern will be provided support and instruction in the basics of project management and of our ADKAR/Prosci change management model.
- The intern will be expected to attend both project and change management communities of practice (a once monthly event).
- The intern will be given guidance for communications skills in a complex public employer and union environment.
- The intern will also be mentored in using and growing proficiency in Drupal, to create/edit in our intranet: Multco Commons.

Skills for Success:

- *Understanding of communications and media strategies in a public entity.*
- *Flexibility, curiosity, and ability to work independently.*

- *Ability to plan priorities and meet deadlines.*
- *Strong written and verbal communication skills*
- *Interpersonal skills.*
- *Attention to detail.*
- *High degree of organization.*
- *Proficiency with Google Apps.*

A successful candidate will have the following minimum qualifications:

- Candidates completed or enrolled in a college/university academic institution.
- Ability to work independently via a remote/virtual environment.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

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 exemption 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 2nd, 2023.

