



MULTNOMAH COUNTY SHERIFF'S OFFICE

Sheriff Nicole Morrissey O'Donnell

MCSO Equity and Inclusion Internship

College to County Mentorship Program

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 30 hours a week

Telework: Hybrid

Building Physical Location: 501 SE Hawthorne Blvd. Suite 350 or via Teleworking

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:

Agency solicitation and Program Description:

The Multnomah County Sheriff's Office (MCSO) is seeking qualified candidates for a temporary, summer position as an Equity and Inclusion Intern under the direct Supervision of our Equity and Inclusion Director. This position will support the work of the Equity and Inclusion Director to provide equity-focused guidance, coaching, training and resources to approximately 800 members throughout the Corrections, Law Enforcement and Business Services Divisions.

[MCSO's 2020-2023 Strategic Plan](#) has committed the agency to work towards operationalizing the practice of equity applications, and seeks to move the agency towards operating with equity as a guiding value to establish a work environment that is centered on safety, trust and belonging.

Job Description:

This position will assist the MCSO Equity and Inclusion Director and Equity Analysts within the MCSO Equity and Inclusion Unit with a variety of projects that help to build and reinforce a workplace culture of safety, trust and belonging. This position will participate in internal staff Equity and Inclusion Committee meetings and work with Committee members to guide and

development the Office's implementation of the [Multnomah County Workforce Equity Strategic Plan](#).

Efforts and Projects will include:

- Coordinate and facilitate at least two Roundtable Events for MCSO College to County Interns, the Sheriff and other MCSO leaders and staff to support recruitment and retention efforts through the sharing of experiences and ideas.
- Work collaboratively with Equity Committee members on equity strategies and efforts
- Prepare presentations using various software programs, including PowerPoint, Zoom and Outlook Teams
- Attend and participate in staff meetings and trainings/workshops
- Assist with data collection processes, preparing spreadsheets, general letters, and other written material
- Research of data and community recommendations that will inform MCSO Policy and Procedures review and development.

Knowledge/Skills/Abilities Required:

- Candidates should have completed or enrolled in a college/university academic institution.
- Knowledge and understanding of equity, diversity and inclusion terminology and practical applications of tools and practices
- Project management and organizational skills
- Microsoft Office Suite including Outlook
- Ability to prepare written materials using various software tools
- Ability to communicate effectively with team members via video conferencing apps, phone, email or in person
- Ability to both follow directions and work independently. Strong time management skills
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to pass a criminal justice background investigation

Supervisor: Rebecca Sanchez, Equity and Inclusion Director

****Applicants must consent to a background check which includes a criminal history search, driving record review and fingerprint requirement.**

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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.