



**Volunteer and Intern Services Program**

Office of Emergency Management

501 SE Hawthorne Blvd., Suite 400

Portland, OR 97214

Phone: 503.988.4233

Multnomah County Office of Emergency Management

**Volunteer Position Description**

<p><b>Position Title</b> Community Outreach Assistant (Volunteer)</p>	<p><b>Work Location</b> Community Outreach Assistant volunteers work primarily off site at locations throughout the county.</p>
<p><b>Summary of Job Responsibilities</b> Assist Multnomah County Emergency Management staff with community outreach efforts, including, but not limited to:</p> <ul style="list-style-type: none"> <li>● Delivering presentations to the public</li> <li>● Distributing educational materials</li> <li>● Assisting with preparing presentations</li> <li>● Administrative duties such as...collecting attendance records and other documentation</li> <li>● Lifting and carrying presentation materials and equipment</li> <li>● Attending trainings - <i>Volunteer Emergency Management Orientation (4 hours)</i></li> </ul>	
<p><b>Education / Minimum Age Requirement</b></p> <ul style="list-style-type: none"> <li>● High School Diploma or equivalent</li> <li>● 18 years or older.</li> </ul>	<p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>● Varied including: Offices, libraries, out of doors, schools, churches, community centers.</li> <li>● Local public events. Within <u>Multnomah County</u>.</li> </ul>
<p><b>Required Skills/Experience</b></p> <ul style="list-style-type: none"> <li>● Basic working knowledge and ability to use office equipment, including: computer, photocopier, fax, telephone, printer and projector.</li> <li>● Experience creating and using Microsoft PowerPoint and Google Presentations software.</li> <li>● Ability to present to both large and small groups.</li> <li>● Valid driver licence and proof of insurance (verify with Risk Management what is needed) <u>OR</u> access to transportation.</li> <li>● Minimal lifting up to 40 lbs</li> <li>● Ability to push/pull cart with equipment.</li> <li>● Ability to work in a variety of settings</li> </ul>	<p><b>Preferred Skills/Experience</b></p> <ul style="list-style-type: none"> <li>● Bilingual in English and Spanish or other languages.</li> <li>● Experience Facilitating group discussions with focus on equity and adult learning.</li> </ul>



**Volunteer and Intern Services Program**

Office of Emergency Management

501 SE Hawthorne Blvd., Suite 400

Portland, OR 97214

Phone: 503.988.4233

<ul style="list-style-type: none"><li>• May need to stand for a long period of time</li><li>• Ability to develop a rapport with a variety of audiences</li><li>• Organizational skills</li><li>• Strong attention to detail</li><li>• Excellent communication skills</li></ul>	
<p><b>Commitment: # of Months/Weeks Expected</b></p> <ul style="list-style-type: none"><li>• 6 months minimum/ 4 hrs. per week</li></ul>	<p><b>Days/Times Position is Available:</b> Monday – Sunday, 6 a.m. – 10 p.m.</p>