ODE • 501 SE Hawthorne Blvd Suite 600 • Phone: (503) 250-1365 •
https://multco.us/diversity-equity

College to County Mentorship Program

Job Title: Research and Evaluation Intern
Department/Division: Office of Diversity and Equity
Site: Multnomah Building, 501 SE Hawthorne Blvd, and at other locations throughout Multnomah County
Seasonal Intern Position: Summer 2019 (Specific Dates TBD)
Salary: $23.68/hour, 30-40 hours/week

Program Description:
The Office of Diversity and Equity (ODE) is the hub for Multnomah County diversity and equity initiatives. Our mission is to ensure access, equity, and inclusion in Multnomah County's services, policies, practices, and procedures.

ODE works with all County departments, various community groups and County citizens to achieve and promulgate Multnomah County's goal of providing an equitable, diverse, safe and inclusive workplace. ODE offers training and consulting; policy, practice and procedure review; and technical assistance, among other services. The office also coordinates community events, organizes an annual diversity conference, facilitates conversations, and assists in the creation and implementation of diversity and equity initiatives, including the countywide Workforce Equity Strategic Plan.

Job Description:
This position will support the research and evaluation work related to the Workforce Equity Strategic Plan (WESP) as well as other work as research and evaluation work assigned to the Office of Diversity and Equity (ODE) at Multnomah County.

We are seeking someone with advanced undergraduate research and evaluation skills and who has knowledge of public policy and a commitment to social justice. Excellent writing and organizational skills, attention to detail, and experience with Excel, Survey Monkey, and either/both SPSS and Atlasti. This position will provide you with a range of opportunities to learn about ways to use research and evaluation work in the service of equity and inclusion work in a government setting.

Knowledge/Skills/Abilities:
Research and evaluation
- Strong research skills and ability to use decolonized and community based participatory research methods
- Ability to research best and promising practices
- Ability to complete a literature review/brief
- Ability to develop and use evaluation metrics
- A strong background in statistics, including proficiency with one or more statistical software packages (e.g. SPSS or SAS)
- Assist in data collection and analysis by entering, cleaning and analyzing survey data using Survey Monkey, SPSS and Atlasti or other qualitative software.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to review and contribute to reports
- Create charts, graphs and other figures for reports and presentations
- Ability to honor research ethics and standards of confidentiality regarding County projects and data
- Ability to both develop and follow complex workplans as well as research and evaluation designs
- Develop spreadsheets and databases to support project activities
- Demonstrated ability to work in a team environment and proven ability to function independently

Veteran's Preference: Under Oregon Law, qualifying veterans may apply for veteran's preference for this recruitment. Review our veteran's preference website for details about eligibility and how to apply.

For veterans qualified for Veteran's 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 in the box below. Clearly explain hose those skills and/or qualifications apply.

Application Instructions: Your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the Workforce Equity Strategic Plan.

Please fill out and submit an application for this position on the website. The deadline for submitting online application is March 31, 2019.