

# DCA Communications Internship

## College to County Intern 2021 - Department of County Assets

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<b>Pay Rate:</b>	\$20 per hour
<b>Job Type:</b>	Temporary College Intern
<b>Duration:</b>	Summer 2021
<b>Hours:</b>	30 - 40 hours a week
<b>Location:</b>	Virtual/Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

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### What is DCA?

The Department of County Assets manages technology, facilities, vehicles, and records for Multnomah County. We provide countywide services and support behind the scenes to ensure county programs can serve residents effectively. We also provide budget and finance services. In short, we serve the people who serve the people.

### [Department Website](#)

### People are the Focus of our Strategy

Though our work is often technical - engineers, analysts, trades people, software developers, accountants, procurement specialists, and technicians of all sorts - it is people who get things done, and it is people who create team-work and a positive attitude. We work for the common good and for the residents of Multnomah County. As public servants, we have a duty to create more equitable and inclusive conditions out in the community and in our workplace.

### Internship Description:

This internship will assist the DCA Strategic Initiatives Coordinator in developing a communication strategy and marketing plan around learning, development, and training within DCA. Projects may include:

- Communication planning for DCA trainings
- Building a communication plan that utilizes websites, email, printed materials, and other media
- Design a marketing plan that reaches a diverse stakeholder group
- Working collaboratively with other DCA interns and staff
- Prepare presentations using various software programs, including PowerPoint and Google Slides
- Attend and participate in staff meetings and trainings/workshops
- Attend Department planning meetings relating to Workforce Equity

### Minimum Qualifications:

- Project management and organizational skills
- Familiarity with communications and marketing planning
- Ability to present work
- Coursework in Communications and Marketing

- Familiarity with Drupal, Google Suite, and other online platforms
- Ability to prepare written materials using various software tools
- Ability to communicate with via phone, email or in person
- Ability to both follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups
- Familiarity with using an online learning system (portal, LMS)

**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 by April 4th, 2021.