

Workforce Equity and Communications Internship
Department of Community Justice
College to County Mentorship Program

SEASONAL TEMP POSITION: June through August

SALARY: \$15.00/hr. (40 hours per week, Monday-Friday)

LOCATION: Multnomah Building: 501 SE Hawthorne Blvd., Suite 250, Portland, OR 97214

Description

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Communications staff, supporting the work of internal and external communications within the department, as well as the Department's Equity and Inclusion Manager. Learning and project opportunities in the following areas; strategic planning, web development and maintenance, change management, internal communication strategies, event planning, workforce equity, organizational culture, mediation, active listening, equity & inclusion.

Job Task Description:

This internship position will provide a wide variety of technical and paraprofessional duties and opportunities to:

- Further development of your existing skills in content production and editing
- Develop project management and collaboration skills
- Gain exposure working in the government sector, specifically community corrections
- Create communication strategies, analysis, and development
- Participate in cross-sectional workgroups
- Engage in public speaking and develop presentations
- Develop skills in active listening and having difficult conversations

Major Areas of Responsibility

- Contributing to the creative process and idea generation
- Storyboarding and content design, including creating templates for print and web content
- Creating, editing, and sharing communication content internally
- Administrative tasks such as emailing, room booking, event planning and note taking
- Participating as a member of the Safe & Respectful Workplace Workgroup, and the Diversity & Equity Steering Committee.

Knowledge/Skills/Abilities Required:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individual able to relate to a variety of persons.
- Demonstrable cultural awareness.
- Excellent writing, editing, and research skills, and ability to frame and draft cogent messages;
- Creative self-starter who enjoys a collaborative work environment
- Access to a secure and fast internet connection for remote work.
- Pursuing and undergraduate or graduate degree in communications, marketing, organizational development, policy development, change management, or other related field,
- Must be self-directed with ability to set timelines and meet goals.
- Experience in graphic design and basic HTML.
- Proficiency in Mac and Windows environments and Google applications

The selected student must be able to successfully pass a background investigation.

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 4th, 2021