

Job Title: Public Administration Intern

Division: Director's Office

of Positions: 1.0 FTE

Seasonal Temporary Position: 12 weeks

Salary: \$23.02/hr. (40 hours per week, Monday - Friday)

Location: Telework

The Multnomah County Department of Community Services (DCS) delivers essential services to Multnomah County residents through its Animal Services, Elections, Land Use, and Transportation divisions. The DCS Director's Office provides leadership for these four divisions and creates consistency and cohesion in our stated mission to preserve harmony between natural and built environments, keep people and pets safe, and ensure every voice is heard. Director's Office services include human resources, finance, administration, communications, and leadership around department-wide work on equity and inclusion, safety, emergency-preparedness, and customer service. To learn more about DCS, please visit our website at <https://multco.us/dcs>.

We are looking for a well-organized critical thinker who is excited to work within the Director's Office and has a passion for diversity, equity, and inclusion work. This position will support Director's Office staff in important communications and research projects, and they will have the opportunity to job shadow department leaders including the Director and Deputy Director. This position will give you the opportunity to learn about public administration and use your strategic and analytical thinking skills to support DCS in our equity work.

This position will have an emphasis in the following duties:

- Work with DCS leadership and the department's equity committee to help develop and implement a one-year equity plan implementing personal, cultural, and institutional change
- Conduct research on equity audits for zoning regulation and code enforcement procedures and policies
- Conduct research on technologies, policies, and procedures for staff to return to work as the COVID-19 pandemic eases
- Participate in the development of department-wide communications such as newsletter articles and email messages
- Conduct research on industry standards and best practices and/or summarize research findings as they relate to the department's services

- Shadow department leaders and other Director's Office staff, including attending meetings and other events

Education and Experience:

We are looking for a candidate who has the following knowledge, skills, and abilities:

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Strong written communication skills.
- Strong verbal communication skills in active listening, speaking and storytelling. Willing to ask questions.
- Creative thinking, including looking at issues from a different perspective, identifying connections, and developing new approaches to solving problems.
- Analytical skills, including the ability to determine trustworthy sources of information.
- Strong interpersonal skills and the ability to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Interest in learning more about public administration.
- Desire to take an equity focused approach to creating an environment of [safety, trust, and belonging](#) for staff and community members from diverse backgrounds. Will have the opportunity to learn about advocacy and equity and inclusion in public service work.
- Experience conducting survey research, including designing and analyzing surveys.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.
- Two or more years of college experience at the start of internship.

In addition to addressing the knowledge, skills and abilities described above, please share your different talents and experiences, as well as what you are hoping to learn from this particular internship, in your application materials.

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.

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 on the [website](#). The deadline for submitting an online application is April 4th, 2021.