

Multnomah County Elections, 1040 SE Morrison Street, Portland OR 97214

2021 College to County Internship Program

JOB TITLE: Program Technician (Intern)

SEASONAL TEMPORARY POSITION: 12 weeks, June through September preferred

SALARY: \$21.28 hr. (40 hours per week, generally Monday - Friday, day shift with occasional evenings and weekend for outreach events)

LOCATION: Multnomah County Elections, 1040 SE Morrison Street, Portland OR 97214. Note: This will be telework/work from home position with regular meetings with election staff and mentorship in addition to attendance at virtual outreach and community events.

WHO WE ARE LOOKING FOR

We are looking for a team player who is excited to work as part of the **Elections Division**. The 2021 College to County Intern will directly support key areas of Multnomah County Elections' **Voter Education and Outreach (VEO) Program**. Those key areas include: outreach and program development; program research; and stakeholder development. The successful internship candidate will also have the opportunity to gain experience in a wide range of elections processes.

Your role as the Multnomah County Elections College to County Intern:

The College to County intern will be part of the Elections Division team. You will provide support to the Voter Education and Outreach (VEO) Program in the following areas:

Website information:

[Voter Education and Outreach](#)

[Multnomah County Elections Division](#)

As part of your outreach duties, you will:

- Assist the development, planning, organizing of virtual outreach events.
- Attend virtual VEO events, many occur on weekend and weekday evenings.
- At events, you will present election and voting information in an informal setting with efficiency and mindfulness of diverse audiences.

As part of your research duties, you will perform:

- Designated research and data collection regarding county demographics and voter and resident experience in Multnomah County.
- Perform preliminary research intended to guide current Voter Education and Outreach Program efforts.
- Synthesize different data and information streams into clear and logical narratives about voting behavior, attitudes, and geographic trends.

As part of your stakeholder activities you will:

- Assist the VEO program specialist senior to conduct community leader and organizational staff meetings.
- Attend and assist VEO staff at community meetings and organizational events.

- Create messaging and content designed for stakeholder engagement.

As part of your program development tasks you will:

- Attend and participate with the Elections Communication team on planning and strategy meetings.
- Write concise and informative social media content that is directed at specific demographic and cultural audiences using Facebook, Instagram, Twitter, and other media platforms.

KNOWLEDGE, SKILLS, AND ABILITIES

If, in addition to your interest in learning more about elections, voting, and civic engagement, you have the following KSAs (knowledge, skills, and abilities), we'd like to meet you!

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communication skills, both listening and speaking. Ability to communicate clearly in both oral and written formats. Willing to ask questions.
- Good self-management and organizational skills. Must be able to meet deadlines and arrive to work and events on time and ready to work.
- Interested in doing presentations, holding workshops, and tabling events. Comfortable speaking in public.
- Interested in learning more about elections, voting, and civic engagement. Desire to engage with underrepresented communities to increase voter participation and civic involvement.
- Desire to take an equity focused approach to remove barriers to voter access and ensure every voice has the opportunity to be heard. Will have the opportunity to learn about equity and inclusion in public service work.
- Desire to learn more about and interact in cultures and communities unlike their own.
- Working knowledge of Google applications (Docs, Drive, Slides, etc.).

DESIRED KSAs

- Multilingual in English and at least one other language including but not limited to Chinese, Russian, Spanish, Vietnamese and Somali.
- Two or more years of college experience at the start of internship.
- Familiarity and general knowledge of Multnomah County geography and the diverse communities that live here.

Your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the Voter Education and Outreach Program in the Elections Division.

OVERVIEW OF JOB ENVIRONMENT

About Multnomah County Department of Community Services (DCS):

DCS delivers a number of essential services throughout Multnomah County. The divisions delivering these services include Animal Services, **Elections**, Land Use and Transportation Planning, Bridge Services, Road Services and Business Services. Our stated mission is that the Department of Community Services preserves harmony between natural and built environments, keeps people and pets safe, and ensures every voice is heard.

Who We Are & What We Do: The Elections Division conducts all elections within Multnomah County. We register voters, uphold the highest standards of transparency, accountability, and compliance with federal, state and local laws. Our overarching goal is to remove barriers to voting. We strive to provide accurate election information throughout the year. Oregon is a Vote-by-Mail state, so our operations are centered on supporting this break-through voting method.

How We Engage: At Elections we value an attitude of inclusivity and congeniality. We think proactively and are committed to a “Think Yes” attitude towards coworkers and customers. We value innovation, resourcefulness, and teamwork in our daily efforts.

More About Multnomah Elections: Multnomah County is the largest county of Oregon’s thirty-six counties, and the county seat is Portland. Multnomah County Elections Division conducts elections for more than 20% of the state’s registered voters.

Location: Multnomah County Elections is located in the Central Eastside District and is positioned within walking distance from several major TriMet bus routes.

Diversity and Inclusion: At Multnomah County, we don’t just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

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 those skills and/or qualifications apply.

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.