



Office of Diversity and Equity

College to County Mentorship Program Equity & Inclusion Communications Specialist

Pay Rate: \$18 per hour

Job Type: Temporary College Intern

Duration: Summer 2021 - 12 weeks

Hours: 40 hours a week, Monday through Friday

Location: Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

COVID-19 Information: Effective March 17, 2020, employees in this position are required to telework and perform limited field practices due to temporary and changing COVID guidelines and departmental procedures. County-issued technology will be provided for use during the internship.

Office of Diversity and Equity:

The Office of Diversity (ODE) is a team of subject matter experts focusing on the impacts on Multnomah County residents and employees disproportionately affected by institutional and systemic racism and other identity based oppression. ODE provides countywide leadership, models and builds best practices for equity policy analysis and development, conducts research and evaluation, and creates intersectional and inclusive frameworks for practice, policy and program delivery. [Link to Website](#)

Position Description:

This College to County Mentorship Program participant will support communications across the portfolio of ODE work and projects with a specific focus on workforce equity. They will create a catalogue of employee and programmatic stories from across the organization using interview skills, photography and videography to expand understanding of workforce equity through storytelling. The ideal participant should have a strong passion for equity and great interpersonal skills. This position will also lead the effort to engage with ODE staff to update the public facing website and online presence for the office.

Knowledge/Skills/Abilities Required:

- Strong outreach and interviewing skills.
- Ability to communicate professionally and interpersonally with County employees
- Experience or ability to communicate effectively about equity and systemic barriers
- Ability to work effectively across a wide spectrum of racial, ethnic, gender, age and sexual identities.
- Intermediate photography and videography experience and skill.
- Intermediate video editing experience.
- Experience with web design
- Strong written communication skills. Story Writing and copy editing.

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 in the box below. Clearly explain how 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 on the [website](#). The deadline for submitting an online application is April 4th, 2021.