



MULTNOMAH COUNTY SHERIFF'S OFFICE
501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

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MCSO Equity and Inclusion Intern

ODE College to County Mentorship Program

SUMMER INTERN POSITION: Summer Term
SALARY: \$16.65/HR, approximately 30 hours per week
LOCATION: 501 SE Hawthorne Blvd. Suite 350 or via Teleworking

Agency solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as an Equity and Inclusion Intern under the direct Supervision of our Equity and Inclusion Manager. This position will assist the work of the Equity and Inclusion Manager to provide equity-focused guidance, coaching, training and resources to approximately 800 members throughout the Corrections, Law Enforcement and Business Services Divisions. MCSO's 2020-2022 Strategic Plan has committed the agency to work towards operationalizing the practice of equity applications, and seeks to move the agency towards operating with equity as a guiding value to establish a work environment that is centered on [safety, trust and belonging](#).

Job Description:

This position will assist the MCSO Equity and Inclusion Manager with a variety of projects related to Workforce Equity and Engagement. This position will participate in internal staff Equity and Inclusion Committee meetings, as well as, developing strategies for moving the work forward within the goals of the agency's 2020-2022 Strategic Plan of embedding equity into all agency work.

Projects may include:

- Compile and create training materials
- Design and facilitate a pilot training
- Research equity best practices

- Work collaboratively with Equity Committee members on equity recommendations
- Assist in preparing spreadsheets, general letters, and other written material
- Prepare presentations using various software programs, including PowerPoint, Zoom and Outlook Teams
- Attend and participate in staff meetings and trainings/workshops
- Assist with ongoing development of the Equity and Inclusion internal staff resource page

Knowledge/Skills/Abilities Required:

- Knowledge and understanding of equity, diversity and inclusion terminology and practical applications of tools and practices
- Project management and organizational skills
- Microsoft Office Suite including Outlook
- Ability to prepare written materials using various software tools
- Ability to communicate effectively with team members via video conferencing apps, phone, email or in person
- Ability to both follow directions and work independently. Strong time management skills
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to pass a criminal justice background check which includes a criminal history search, driving record review and fingerprint requirement.

Supervisor: Rebecca Sanchez, Equity and Inclusion Manager

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.