

# Equity and Inclusion Intern

College to County Intern 2021

*Financial and Business Management Division*

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**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$20.00 hr. (20 hours per week, Monday-Friday)

**LOCATION:** Gladys McCoy Building, 619 NW 6th Avenue, Portland, OR 97209<sup>1</sup>

## **Department Description**

*Vision: Thriving communities that nurture the health and resilience of all*

*Mission: We work with communities to advance health equity, protect the most vulnerable, and promote health and wellness for everyone*

The Financial and Business Management Division manages the accounting, budgeting, contracting, financial management, and procurement functions specific to the Health Department.

The division is responsible for:

- Accounts receivable, billing, and collection services
- Departmental financial reporting
- Departmental budget development
- Financial and operational data analytics & reporting
- All contracts, intergovernmental agreements, and professional service agreements
- Accounts payable
- Purchasing
- Travel and training services

The division is committed to creating safety, trust and belonging. Our program, policy, budget and staffing decisions will be rooted in equity and aligned with the department's values of leading with race, dismantling white supremacy and ending racial injustice.

## **Job Description**

The Financial and Business Management Division is seeking a value-driven team player to fill the position of Equity and Inclusion. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in project management, training and program design, and meeting facilitation with an emphasis on [building safety, trust and](#)

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<sup>1</sup> Due to COVID-19 safety concerns, the intern will likely work remotely.

[belonging](#) in the division. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Develop, plan and facilitate small and large group activities that focus on building connection
- Identify and coordinate training and learning opportunities for staff
- Create and edit division communications
- Maintain and moderate online staff appreciation, gratitude and success boards

### **Knowledge/Skills/Abilities**

This position will offer the successful candidate an opportunity to learn, practice and improve the following knowledge, skills and abilities.

#### **Knowledge**

- Desktop software such as Microsoft Word, Excel, and PowerPoint and/or the google suite.
- Application of an equity lens in program and training design
- Application of popular education principles in the development of trainings for adult learners
- Best practices in communications and media development

#### **Skills & Abilities**

- Participate in a workforce committed to equity and inclusion and leading with race
- Communicate effectively, orally and in writing
- Plan, develop, review and complete projects in a timely manner.
- Interpret and apply administrative and departmental policies and procedures.
- Customer Service practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive.
- Simple web page development skills (e.g. google sites)

**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.

**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 at this website. The deadline for the application is April 4th, 2021.