



## JOHS Digital Equity Internship

College to County Intern 2021 - Joint Office Of Homeless Services

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<b>Pay Rate:</b>	\$20 per hour
<b>Job Type:</b>	Temporary College Intern
<b>Duration:</b>	Summer 2020
<b>Hours:</b>	30 - 40 hours a week
<b>Location:</b>	Virtual/721 SW Oak Street, Suite 100, Portland, OR 97205

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### What is JOHS?

The Joint Office of Homeless Services (JOHS) was established in 2016 to oversee the delivery of services to people experiencing homelessness in Multnomah County. The office represents a shared commitment between Multnomah County and the City of Portland to end homelessness and more effectively address the needs of people experiencing homelessness.

The JOHS, among other things, administers contracts for services, conducts homeless street counts and one-night shelter counts, manages systems of care, oversees system reporting and evaluation, and writes proposals to and monitor funds issued by the U.S. Department of Housing and Urban Development's Continuum of Care program.

The JOHS leads with racial equity in all organizational processes, procedures, and structural functions. We believe that racism is a primary driver of homelessness, and that any effective measure to end homelessness must also work to eliminate racial disparities in homelessness and homeless services.

[Link to website](#)

### Internship Description:

We are seeking an intern who is passionate about racial justice and ending homelessness for a temporary, summer position as a Digital Equity Intern under the direct supervision of the JOHS Equity Manager. This position will support the digitalization of the JOHS Equity Work, specifically in the areas of: web development, training generation, stakeholder engagement, workshop and evaluation. Through this internship, you will learn how to implement racial equity into complex systems and have the opportunity to use your expertise to support our community's efforts to end homelessness while leading with race. Responsibilities include:

- Contribute to the creative process and idea generation
- Support the creation of a digital archive of JOHS Equity work

- Contribute to the digitization of JOHS Equity materials including videos, documents, and powerpoint presentations
- Create JOHS equity training evaluations, graphs, surveys and questionnaires
- Participate in JOHS Equity Team meetings
- Attend and participate in staff meetings and trainings/workshops
- Generate a recommendation document and presentation at the culmination of the internship for presentation to JOHS staff

Education and Experience:

- An ability to incorporate a racial equity lens into all internship functions and considerations
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Experience in graphic design, video editing, and basic HTML.
- Strong written communication skills.
- 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.
- Pursuing and undergraduate or graduate degree in communications, marketing, organizational development, policy development, change management, or other related field
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.

**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.

