

## Communications Internship

College to County Intern 2021 - Department of County Human Services

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**Pay Rate:** \$25 per hour - 30 hours per week

**Job Type:** Youth and Family Services Division Communications Intern

**Division:** Youth & Family Services Division

**Duration:** June - September 2021

**Supervisor:** Armin Tolentino

**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.

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### Summary of program:

This College to County Mentorship Program participant will support communications across the portfolio of Youth and Family Services Division (YFS) work to share with the public the work of the division. They will create website content and communication materials in partnership with all units of the division. The ideal participant should have a strong passion for racial equity and great interpersonal skills.

[Link to the Department Website](#)

### Specific duties or major tasks:

1. Update website content for ease of public access.
2. Create a space on the web and/or commons for us to put reports, videos and other programmatic highlights.
3. Work with all units of the division to generate programmatic highlights that share the story of YFS work.
4. Develop templates and models for documents that can be used by all of YFS for communications and presentations.

### Qualifications: (list knowledge, skills, abilities needed for the job).

- 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 web design preferred.
- 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.
- Ability to work effectively across a wide spectrum of racial, ethnic, gender, age and sexual identities.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).

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- Ability to maintain confidentiality regarding County projects and data

**Conditions of the job:** (location, specific time commitment degree of supervision, and other pertinent information).

Work location is dependent on COVID regulations. The majority of the work can be completed remotely. Regularly scheduled check-ins with the supervisor.

**Diversity and Inclusion:** At Multnomah County, we value difference and support efforts to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

**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 through the form also located on this [website](#). The deadline for submitting an online application is April 4th, 2021.