

Interior Space Coordinator Internship

College to County Intern 2021 - Department of County Assets

Pay Rate:	\$15 - 20 per hour
Job Type:	Temporary College Intern
Duration:	Summer 2020
Hours:	30 - 40 hours a week
Location:	Virtual/Blanchard Building - 401 N. Dixon St. , Portland OR 97227

In Facilities and Property Management (FPM), we support the mission of Multnomah County to provide vital services to the citizens of the county. We:

- Manage over 3 million square feet in over 130 county-owned or county-leased buildings and property.
- Fulfill over 17,000 work orders in a typical year.
- Plan for the county's future space needs strategically and proactively.
- Coordinate the design and construction of vital new buildings that modernize the services we provide to the citizens of the county.
- Ensure our buildings operate in a safe, accessible, healthy, energy-efficient and cost-effective manner.

Internship Description:

The **Interior Spaces Coordinator Internship** will provide an opportunity to work with the FPM Interiors Group. This group provides coordination and project management services for systems furniture moves / adds/ changes, space assignments, and interior improvements for Multnomah County departments and employees. The work you do will help improve their work spaces so that they can better service their clients and our community. You'll help bring Multnomah County to the present and future of what interior spaces will look like along with your team of experienced project managers to mentor and guide you.

Duties in this internship will include:

- Provide support on systems furniture moves, adds, and changes.
- Assist with the maintenance of the Countywide furniture standards, including updates to the standards and maintaining a non-standards list.
- Help audit/validate locations of employees in spaces on an ongoing basis. Update drawings as needed to ensure accurate space representation.
- Keep track of products/finishes that become obsolete and assist with finding replacements.
- Complete Space Assignment updates in work task system
- Create presentation materials for the furniture demonstration area
- Support chair demonstrations
- Process vendor invoices
- Assist with disposition of surplus used items

Ideal skills and characteristics to make you successful in this role include:

- A dedication to customer service
- Good communication, both verbal and written
- Attention to detail
- Team focused
- Self-motivated
- Desire to develop experience with commercial furniture and/or ergonomics

Minimum Qualifications:

- Working toward a degree in interior design, interior architecture, architecture, or a related field
- Knowledge of the general principles of building design and/or construction
- Experience with Microsoft Word/Excel and Google docs/forms
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers and team members via phone, email or in person.
- Ability to both follow directions and work independently
- A valid driver license
- Must pass a criminal background check

Preferred Qualifications:

- Familiarity with Autodesk products (e.g. Revit)

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.