

Policy College Intern

College to County Intern 2021 - Office of Chair Deborah Kafoury

Pay Rate: \$20 per hour

Job Type: Policy College Intern

Duration: June - September 2021

Hours: 30 - 40 hours per week

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.

About the Chair's Office:

The Chair is the Chief Executive and Personnel Officer of Multnomah County serving more than 800,000 residents and leading the organization's efforts to create a community where anyone who needs help can find it, everyone shares in opportunity and the most vulnerable among us are protected. The Chair oversees a \$2 billion budget and more than 6000 employees who work in the various County departments and non-departmental offices, always striving towards operating with equity as a guiding value to establish a work environment that is centered on [safety, trust, and belonging](#).

The Chair's Office also sets the County's strategic policy direction and priorities aimed at serving the community equitably and effectively. Many of the Chair's long-held priorities, including preventing and ending homelessness, creating family stability, providing accessible healthcare to underserved populations, and reducing the use of incarceration while increasing the use of diversion programs, are aligned with the County's role in helping to build a more equitable community. You can read more about the Chair's work as well as her policy advisors on her [County webpage](#).

Position Description:

The C2C intern will be provided with a specific policy area in which they will conduct research alongside policy advisors and other members of the Chair's staff. The exact area of research will be developed together with the intern and staff, but will focus on one or more of the following areas:



- COVID recovery
- Issues related to community justice or the criminal legal system
- Community engagement
- Communications and social media

The intern's research will be structured through a series of conversations with subject matter experts, the development of policy memos and reports, ultimately leading to a staff presentation of the intern's policy recommendations. There will be an emphasis on deep engagement with policy material and direct experience crafting policy proposals for an elected official. The intern will be able to form contacts within the Chair's Office, Non-Departmental Offices, and with individuals from the County, City, Metro, State, and Community while also developing research, collaboration, and presentation skills.

This position will also engage in daily communication with constituents by receiving and responding to inquiries by phone and email. Constituent communication is an incredibly important function within the Chair's office that often requires problem solving and strong interpersonal skills.

Knowledge/Skills/Abilities:

- Strong written and verbal communication skills
- Organized and detail oriented
- Ability to both follow directions and work independently with minimal supervision
- Flexible, cooperative, and able to adapt and thrive in a changing environment.
- Knowledge of customer service best practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive.
- Working knowledge of Google Workspace (i.e. Gmail, Calendar, Docs and Drive)
- Ability to work cooperatively and develop effective working relationships with diverse work groups in a dynamic environment
- Ability to honor research ethics and standards of confidentiality regarding County projects and data

Your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the Chair's office.

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.

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 on the [website](#). The deadline for submitting an online application is April 4th, 2021.