

Auditor Communications & Engagement Internship

College to County Intern 2024 - Multnomah County Auditor's Office

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks - Starting in June

Hours: 20 - 40 hours a week, including some occasional evening and weekend hours staffing events

Telework: Eligible for a hybrid work schedule; a mix of office and telework

Physical Location: 501 SE Hawthorne Blvd., Suite 601, Portland, OR 97214

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our [College to County website](#).

What Does the County Auditor Do?

The [Multnomah County Auditor](#) is independently elected by voters on a countywide basis. Our office's mission is to promote accountable and equitable county government. We independently examine county programs; receive and investigate reports of suspected fraud, waste, and abuse of position; and serve as an impartial resource to help people resolve issues with county programs. We find out how well the county government is working, recommend improvements, and report to the public on our work.



The Auditor's responsibilities include:

- Conducting performance audits
- Conducting special studies to improve government
- Operating the Good Government Hotline to help catch and prevent fraud, waste, and abuse of position in county government
- Responding to community member complaints about specific county government actions through our ombudsperson role

The Communications & Engagement Intern will be joining a team that applies an equity lens in each step of their work. The team recognizes community engagement efforts as critical to ensuring that communities affected by county programs and initiatives have meaningful opportunities to participate in the Auditor's Office's work.

The Auditor's Office aims to engage community groups, advocacy groups, and interested or affected community members and their families throughout our processes. Our work better reflects true experiences and generates better solutions when we hear from the people most affected. The sharing of experiences, perspectives, and knowledge is valuable labor that we recognize as work.

The Communications and Engagement Intern will work under the guidance of our Constituent Relations & DEI Engagement Specialist, and engage with the entire Auditor's Office team.

Internship Description:

The Auditor's Office's C2C Communications and Engagement intern will work under the direction of the Constituent Relations & DEI Engagement Specialist throughout their experience. The intern will develop research, event planning, community engagement, and communications skills while working closely with the Auditor and her staff. In addition to learning about communications and engagement work, the intern will have the opportunity to learn about government program evaluation and other government career paths as they form contacts with staff across the county.

Responsibilities include:

- Acting with integrity and adhering to high ethical standards.
- Designing, creating, and executing an open house for the Auditor's Office.
- Developing communication materials/interactive exhibits for the open house that reflect the Auditor's Office's core services for the public: audits, Good Government Hotline, and County Ombudsperson.
- Participating in outreach that invites people to attend the open house.
- Documenting the open house for use in social media and Auditor's Office publications.
- Participating in staffing Auditor's Office outreach events.
- Experience with social media (preferably professional experience) - including Instagram, Facebook, LinkedIn, Youtube, to name a few.
- Promoting a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

Education and Experience Qualifications:

Required

- Candidates should have completed or enrolled in a college/university academic institution.
- Strong research, writing, organization, and written and verbal communication skills.
- Ability to confidently, comfortably, and respectfully talk with diverse audiences, representing the County in public
- Demonstrated ability, or a strong desire to learn, to apply an equity or racial justice lens to your work to help foster a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Familiarity with MS Windows, PC environment, MS Word, Excel, and Google products.
- Ability to self-manage and perform directed tasks with independence.

Preferred



- Experience with outreach to culturally specific populations is desired but not required
- Proficiency in a second language is desired but not required

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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.

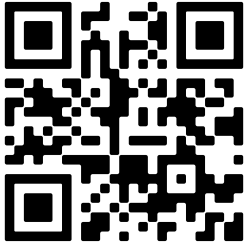
Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals 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](#).

Shortened application link:

bit.ly/ApplyC2CAuditor



Application closes on March 25th, 2024