

Policy Internship - Chair's Office

College to County Intern 2024 - Multnomah County Chair's Office [Jessica Vega Pederson](#)

Pay Rate: \$24 per hour

Job Type: College Intern

Duration: June - September 2024 - Starting in June

Hours: 30 - 40 hours per week

Telework: *Hybrid*

Location: Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

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

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

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 \$3.3 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. You can read more about the Chair's work as well as her policy advisors on her [County webpage](#).

Internship Description & Responsibilities:

In this position, the C2C intern will research and develop policy recommendations while also supporting other important functions of the Chair's office such as community engagement and communications.

**Policy Research:**

The C2C intern will identify 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:

- Housing and homelessness
- Issues related to public safety and community justice
- Community engagement
- Communications and social media

The intern's research will be structured through independent research, 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.

Other Responsibilities:

- Conduct research around policy in collaboration with Chair's Office staff, policy advisors, subject matter experts, and community members
- Develop policy memos, reports, and presentations
- Build relationships across the Chair's Office, Non-Departmental Offices, and with individuals from the County, City, Metro, State, and Community
- Engage in communication with constituents by routinely receiving and responding to inquiries by phone & email
- Support various countywide & Chair's Office policy and communications projects

Learning Outcomes:

- Learn the functions of local government & County Chair's Office
- Increase knowledge of community issues and solutions
- Expand professional network of peers, government officials, and community organizations
- Completion of a project that will mutually benefit you and Multnomah County

Education & Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution
- Demonstrate a strong understanding and application of diversity, equity, and inclusion principles
- Excellent written and verbal communication skills with an ability to engage and build relationships with diverse work groups



- Ability to both follow directions and work independently with minimal supervision
- Flexible, cooperative, and able to adapt and thrive in a changing environment.
- Working knowledge of Google Workspace (i.e. Gmail, Calendar, Docs and Drive)

Preferred Qualifications

- Experience applying a racial equity lens to research, projects, and policy analysis and commitment to honor research ethics and standards of confidentiality
- Strong interpersonal and culturally responsive communication skills, informed by lived experiences and customer service best practices

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.

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 March 25th, 2024.

In your application, please demonstrate your writing skills and tell us what you are hoping to learn from this specific internship supporting the Chair's office.