

## DCA - Capital Improvement Project Coordinator Internship

<b>Job Requisition</b>	R-19267 DCA - Capital Improvement Project Coordinator Internship (Evergreen) (Open)
<b>Job Family</b>	Interns
<b>Start Date</b>	04/03/2026
<b>End Date</b>	04/10/2026
<b>Primary Posting</b>	No
<b>Description</b>	

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

**\$16.30 - \$30.00 Hourly**

Department:

**Department of County Assets (DCA)**

Job Type:

**Intern**

Exemption Status:

**United States of America (Non-Exempt)**

Closing Date (Open Until Filled if No Date Specified):

**April 09, 2026**

The Opportunity:

Capital Improvement Project Coordinator Internship  
College to County Internship 2026 - Facilities & Property Management

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 36 - 40 hours a week

Telework: Hybrid (3+ days on site weekly)

Building Physical Location: 401 N. Dixon St. Portland, OR 97227

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Yes, the intern will need a driver license and will drive a county vehicle to various project sites.

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 Facilities Capital Improvement Program Do?

The Facilities and Property Management (FPM) Capital Improvement Projects (CIP) Team manages the full lifecycle of capital improvements for Multnomah County facilities. We oversee planning, design, and construction to ensure all County properties are safe, accessible, and highly functional.

Integrating County design standards and sustainable practices, our work focuses on feasibility, architectural design, construction, and closeout. By prioritizing maintainability and environmental responsibility, we uphold commitments to life safety, sustainability, and equity, guaranteeing the continuous delivery of essential County services.

Internship Description & Responsibilities:

- Provide administrative support within the project management software systems by assisting with budget authorizations, project initiation workflows, and other administrative functions.
- Collaborate with County trades and facilities staff to standardize content and handoff practices. You'll help define exactly what documentation, warranties, and training are required for a standard project transition.
- Manage and develop additional content for the project management manual to ensure all project phases have comprehensive information.

**Learning Outcomes:**

- Gain hands-on experience navigating the unique operational and regulatory workflows of a government agency.
- Learn to bridge the gap between field construction and facility operations through precise asset documentation.
- Develop the skill of translating complex technical workflows into clear, actionable Standard Operating Procedures (SOPs).

**Minimum Qualifications and Education:**

- Candidates should have completed within one year or currently enrolled in a college/university academic institution.
- Construction management, architecture, engineering, or a related field of study is preferred.
- College to County Program [Eligibility Website](#).
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#)).
- Comfortable learning new software and proficient with Google Suite including Docs, Sheets, and Drive.
- Experience with Bluebeam is preferred.
- Collaborative and communicative mindset.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to 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.

Questions?

Recruiter:  
Alec Esquivel

Email:  
alec.esquivel@multco.us

Phone:  
+1 (971) 8061687

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:  
8007 - College Intern

<b>Worker Sub-Type</b>	Intern
<b>Location</b>	Prophet Center
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Project Delivery (Christina Pomrenke)