

## Director's Office Communications Internship

College to County Intern 2024 - Department of County Assets

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2024 - 12 weeks - Starting in June

**Hours:** 30 - 40 hours a week

**Telework:** Hybrid or telework options available

**Physical Location:** 501 SE Hawthorne Blvd. Portland, OR 97204

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** N/A

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

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

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### What Does DCA Do?

The Department of County Assets manages technology, facilities, vehicles and records for Multnomah County. We provide countywide services and support behind the scenes to ensure county programs can serve residents effectively. In short, we serve the people who serve the people.

Link to the DCA [website](#).

### Internship Description:

The DCA Communications intern will assist in the creation of department-wide communication materials, programming and content in order to share information with employees, advance our department strategic initiatives, and gather and track feedback from employees.

The Communication intern would primarily work with the Administrative Analyst in the Director's Office to implement department internal communications.



Responsibilities include:

- Assisting with the creation of materials for monthly all-staff DCA meetings
- Assist with production of the DCA Digest newsletter
- Assist in updating the content and proposing redesigns for DCA's intranet sites
- Coordinate and prepare other communication materials as necessary
- May prepare workflow and work process documents for DCA's lines of business
- May conduct interviews, create videos, write stories

### **Education and Experience Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Ability to work independently via a remote/virtual environment.
- Familiarity with MS Windows, PC environment, and Google products.

### **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.