

## Equity and Inclusion Internship

### College to County Intern 2025 - Department of County Assets

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

**Job Type:** Temporary College Intern

**Duration:** Summer 2025 - Starting in June - 12 weeks

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

**Telework:** Hybrid (In office on Tuesdays and Wednesdays, with flexibility to work remote on other days. Provided with a Telework Kit including devices necessary to work remotely.)

**Building Physical Locations:** Multnomah Building, 501 SE Hawthorne Blvd, Portland, OR 97214 and Prophet Building, 501 N. Dixon St., Portland, OR 97227

**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](#).*

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### About Department of County Assets (DCA)

[DCA](#) 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. Our work has an impact on every department in the County. In short, we serve the people who serve the people.

### Internship Description & Responsibilities:

You will be a part of the DCA Equity Team, that includes an Equity Manager and a Senior Equity and Inclusion Analyst. With the support of the DCA Equity Team, you will have the opportunity to lead, collaborate, and contribute to our department's programs and projects for workforce equity

initiatives. Work assignments will depend on the skills and interests of the hired applicant.

At DCA we implement cultural change through a variety of initiatives in alignment with Multnomah County's [Workforce Equity Strategic Plan \(WESP\)](#) and [Workforce Equity Strategic Plan Renewal 2024-2028](#), the [Equity and Empowerment Lens](#), and vision of Safety, Trust and Belonging.

Work is both in-person and virtual and includes:

- Planning meetings related to Workforce Equity.
- Attend and participate in staff meetings and trainings.
- Prepare communications for internal and external stakeholders such as emails and presentations.
- Creative process and idea generation.

Possible Projects Ideas:

- Build upon our DCA New Employee Onboarding Peer Partner program by supporting mentor training, providing programmatic support, and researching best practices.
- Create a Plain Language video training for on-demand access through the County's online Workday Learning platform.
- Create assessment and evaluation practices for Equity in Budget program.
- Support the topic development and facilitation of a DCA Equity Committee meeting.

What you will learn will depend on the project(s) selected. Some possible learning outcomes include:

- Understand project management practices including development, implementation, and assessment.
- Gain experience developing and facilitating equity and inclusion

focused trainings. This could be accomplished through co-facilitating in-person or virtual workshops or creating a video for on-demand training.

- Researching and organizing equity and inclusion resources.
- Gain skills in evaluation and data driven decision making.
- Learn about the industries within DCA through site visits and professional networking.

### **Education and Minimum Qualifications:**

Transferable skills are encouraged.

- Candidates should be enrolled in a college/university academic institution or have completed an undergraduate degree within the last year.
- Foundational understanding and/or lived experience that demonstrates an understanding of racism, and other forms of oppression, and its impact on marginalized communities.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Ability to develop effective collaborative working relationships with diverse groups.
- Ability to work independently.
- Ability to organize and prioritize work demonstrating an attention to detail.
- Demonstrated oral and written communication skills.
- Familiarity with Google Suite applications (Google Docs, Sheets, Meet, etc).

### **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 Plans](#) 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 April 15, 2025, 9:00am.