

DCA - IT Project Manager Internship

Job Requisition	R-19266 DCA - IT Project Manager Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting	No
Description	

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:

IT Product Owner Internship

College to County Intern 2026 - Department of County Assets (DCA)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 (12 weeks)

Hours: 20 - 40 hours a week

Telework: Fully remote available (with coming into the office as requested or needed). Provided with a Telework Kit including devices necessary to work remotely. Must live in Oregon or Washington for the summer.

Building Physical Location: 501 SE Hawthorne Blvd, 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 DCA IT PMO Team Do?

The IT Project Management Office (PMO) team is part of the Department of County Assets Information Technology (DCA IT) division. DCA is responsible for all the physical assets at the county from buildings, cars, records, and technology. IT is responsible for providing and supporting the technology the county needs to provide services to the community including computer devices, phones, internet, websites and

software applications. The PPM team plans, organizes, and controls project team activities and addresses project risks and issues to ensure that high-impact IT projects are completed successfully. We use high quality, inclusive and equitable project management practices that are repeatable and highly predictive of success. Through these projects, the PPM program delivers the new and enhanced technology that every department and program depends on to succeed in their missions. We ensure that current project work matches current organizational priorities with in-demand IT resources across project portfolios. The PPM program creates an atmosphere of continuous learning for project managers to enhance their skills and provide coaching to others.

Internship Description & Responsibilities:

This position will support the IT PMO team within the Information Technology Division of the Department of County Assets (DCA). This position may participate on one or more projects working internally with IT or specific county departments. This position will report to the IT PMO Manager and will be connected with other IT Project Managers for mentorship.

The internship responsibilities will be tailored to the interns skills and individual goals when possible and may include:

- Assisting with software development or vendor software implementations through coordinating activities, testing, and communication.
- Creating process flow documents, change management strategies, user guides, training guides, presentation materials
- Testing technology solutions to ensure business needs are being met
- Preparing documents such as notes, action items, follow up materials
- Assisting with PMO activities such year-end reporting, project intake and service management by performing data analysis and visual representation, manager interviews, performance measure reporting, system configuration, etc.

Learning Outcomes:

Internships are inherently a learning experience for students and these are some learning outcomes and knowledge you could hope to gain from the experience.

- Visibility and experience in working within an IT Project Management Office (PMO) on real projects that benefit Multnomah County
- Gain valuable experience in the field of Project Management and its application
- An opportunity to learn about other areas of IT, such as user-centered design, product ownership, software development, security, etc. or other areas of county government from key staff based on their career path experience

Education and Minimum Qualifications:

- Candidates should be enrolled in a college/university academic institution or have completed a degree within the last year.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Coursework in Information Technology, Computer Science, Project Management, or Software Development
- Ability to prepare written materials using various software tools
- Ability to work cooperatively and develop effective working relationships with diverse work groups.

- Ability to communicate effectively with via phone, email or on video calls
- Ability to work independently
- Familiarity with Google Workspace products (Google Docs, Sheets, Meet, etc)
- Familiarity with digital user experience design principles a plus but not required
- Ability to pass a records check and be fingerprinted on or before the first day of employment.

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

Worker Sub-Type	Intern
Location	Multnomah Building
Time Type	Full time

Locations

Supervisory Organization IT Project Mgmt (Vikki Scotti)