Library Capital Building Projects Events Internship
College to County Intern 2024 - Library Capital Building Projects (Library)

Pay Rate: $24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - Starting in June (12 weeks)

Hours: 40 hours a week

Telework: Hybrid. You will be assigned a county laptop; internet hot spots are available if needed

Building Physical Location: Multnomah Building: 501 SE Hawthorne Blvd, Portland, OR 97214 (typically Tuesdays and Wednesdays)

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Not required. Travel to event sites will be required and driving a county vehicle could be helpful.

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 Library Capital Building Projects team do?

About the Multnomah County Library Capital Bond Program

Thanks to the support of Multnomah County voters, Multnomah County Library passed a bond measure in November 2020 to expand several libraries and build a new library in East County for the community. These projects include:

- Expansions and renovations to seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library
- Building an East County Library
- Adding gigabit speed internet to all libraries
- Creating a materials handling and distribution center.

The building project team is made up of staff from Multnomah County Library, the Department of County Assets as well as contracted firms. Our team is committed to accountability, equity and accessibility for all. You can learn more about [our commitment to these principles on our website.](#)

Internship Description & Responsibilities:
The library is preparing to reopen several libraries in 2024 and break ground on three more. Each opening will have multiple events for the media, supporting organizations and the public.

We are looking for an intern to jump into the simultaneous planning and execution of these events.

This position is under the direct supervision of the Library Capital Building Projects (LCBP) Communications Manager and technical supervision of the LCBP Events Planner and the Library Events Technician.

Responsibilities in this role will include:
- Serve on the primary team that plans the scheduling, set up, monitoring, and evaluation of opening events and groundbreakings. Specific duties could include:
  - Budget tracking
  - Volunteer coordination
  - Logistics coordination: Assessing needs, purchasing and gathering supplies and ensuring they are on site when needed

- ○ Assisting with evaluation of the opening events, including attendee and staff feedback
- Gather input from library staff and other collaborators to envision events that represent each library's community
- Create templates for future events
- Center racial equity and community perspectives in all work
- Collaborate with internal and external partners
- Practice communication skills including written, oral and interpersonal

Learning Outcomes:

Event planning is a large field. This internship could be tailored to your learning goals. What part of the planning do you want to learn most or be in charge of?

- Gain understanding of County and library structures by working with multiple colleagues across departments and divisions
- Learn project management processes and phases: Initiation, Planning, Execution, Monitoring/controlling, Closing
- Utilize facets of event planning including but not limited to: Budgeting, tracking supplies, envisioning an event with collaborators and leadership, responding to changing (and overlapping) priorities and timelines
- Potential opportunity to plan an event from beginning to end (depending on timing of internship)

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution
- Willingness to cooperate with and listen to people with differing perspectives. Input may be provided by your team, other library and county teams, and members of the public
- Able to keep track of tasks and due dates for multiple projects at once and keep others accountable for tasks assigned

- Understanding of Google Apps Suite and willingness to learn new software a plus (we regularly use Gmail, Calendar, Meet, Docs, Sheets, plus Smartsheet)

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.