

Executive Specialist Internship

College to County Internship 2025 - Department of County Human Services, Intellectual and Developmental Disabilities

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30-40 hours per week (360 hours total)

Telework: Hybrid

Building Physical Location: 209 SW 4th Portland, Or 97204

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Intermittent driving to meetings and community events or activities

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 Intellectual and Developmental Disabilities Do?

Intellectual and Developmental Disabilities Services Division (IDDSD) is a case management agency that hires Service Coordinators to provide individually focused care coordination and planning to children and adults with Intellectual and/or Developmental Disabilities.

Internship Description & Responsibilities:

- Support scheduling and meeting with internal county leaders to discuss IDDSD program and collaboration opportunities
- Research and identify potential external community partners collaboration opportunities.

- Provide administrative support for special projects
- Develop and distribute outreach materials, including flyers, brochures, and social media content.
- Help develop core services map for countywide operations
- Maintain and update community and internal county partner databases and contact information.
- Assist in the development and implementation of community engagement surveys and feedback mechanisms.
- Support IDDSD program with administrative and quality assurance tasks

The goals of the described activities above are:

- Increasing community engagement in IDDSD programs
- Identifying community partners and funding opportunities
- Promoting the IDDSD program and collaboration opportunities
- Maintaining and updating a database of community and internal county partners
- Support the IDD division with administrative responsibilities including mail, filing, records management.

Learning Outcomes:

- Develop communication and interpersonal skills through interactions with community partners and internal county leaders
- Understand how to develop and implement community engagement strategies
- Learn about social media marketing and communication strategies
- Gain experience in supporting government program operations for social services

Minimum Qualifications and Education:

- Candidates should have completed within one year or enrolled in a college/university academic institution.
- 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](#))
- Must have a valid drivers license to travel to appointments throughout Multnomah County
- Must pass a criminal background check
- Experience creating content for materials and presentations
- Experience participating in community outreach efforts with a focus on Black, Indigenous, and People of Color

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 located on this [website](#). The deadline for submitting an online application is April 1st, 9:00 am PST, 2025.

