Project Management and Administrative Assistant Internship

College to County Intern 2024 - Department of County Human Services

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Pay Rate: $24 /hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks - Starting in june

Hours: 30 hours a week

Telework: *Hybrid*

Physical Location: Five Oak Building, 209 SW 4th Ave, Portland, OR 97204

Does This Position Require Driving a County Vehicle? 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.

Department, Division, and Program Summary:

The Department of County Human Services (DCHS) long-range goals remain anchored by the DCHS North Star which states "in Multnomah County, every person at every stage in life has equitable opportunities to thrive."

Aging, Disability, and Veterans Services Division (ADVSD) is the designated Area Agency on Aging (AAA) for Multnomah County. ADVSD Community Services is responsible for planning, leadership, advocacy, coordination, and delivery of OAA and other community based care services for older Americans, people with disabilities and veterans living in Multnomah County. The ADVSD philosophy is that policies, programs, and services are established in response to the needs and expectations of participants; and to ensure an outcome of quality service for these individuals and their families.

Internship Description:

This internship will assist by providing technical and administrative support for a variety of ADVSD Community Services programs with a focus on Project Management support. This internship will learn about the programs and services administered by Community Services that support older adults and veterans in our community. Supporting and collaborating with the team to support projects and process improvement will be an important component of this internship. Responsibilities will include supporting updates to the program website and the development of resources and web materials for community partners and the public. This position will also support the program with data entry and reporting and administrative tasks as needed.

Responsibilities include:

- Assist in project and administrative management tool development for Community Services programs and processes.

- Support team in updating project documentation, documenting project team meeting minutes, correspondence with team members and tracking progress on project tasks and issue resolution.

- Reviews administrative, office and general procedures, systems and workflow processes. Assists in the documentation of existing methods and works with the team to recommend improvements.

- Assist in updates as well as the design improvement and maintenance of websites, databases, and software programs; upload documents and files to websites.

- Collect, enter, and maintain client information in a variety of databases and software.

- Perform administrative and clerical tasks, archiving, update shared files and folders, maintaining accurate forms, other duties as assigned.

Interns are also expected to:

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values (Link to Equity and Empowerment Lens)

- Be responsible for ethical practices at all times - including preserving participant confidentiality and data per program, agency, and HIPAA/PII rules

- Practice effective self-management of workload - including making the best use of available time and resources to effectively manage tasks and meet productivity expectations when performing job duties independently and in teams

Education and Experience Qualifications:

- Strong writing, organization, and oral communication skills

- Demonstrated ability, or a strong desire to learn, to apply an equity or racial justice lens to your work to help foster a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values

- Familiarity with PC environment, MS (Word, Excel), and Google (Forms, Docs, Sheets)

- Respect for and ability to work with diverse individuals

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.

- Strong interpersonal skills and the ability to connect and communicate with diverse audiences.

- Detail oriented with strong time management skills.

- Must pass a criminal background check (This step happens after an offer is made)

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.

Diversity and Inclusion: At Multnomah County, we don't just accept differences; 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 is the Law poster is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

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 2nd, 2023.