



Communications Internship

College to County Intern 2024 - Department of Community Justice (DCJ)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks

Hours: Up to 40 hours a week

Telework: Remote with opportunity for in-person work

Building Physical Location: Juvenile Justice Complex | 1401 NE 68th Ave., Portland, OR 97213

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.

Interns will be assigned a laptop, docking station, keyboard and mouse for hybrid work.

Eligibility requirements and more details found on our College to County [website](#).

What does the Department of Community Justice Do?

Dedicated to *Community Safety Through Positive Change*, the Department of Community Justice (DCJ) serves a vital role in protecting public safety and strengthening communities. DCJ intervenes to prevent the recurrence of crime by providing supervision, sanctions, and treatment resources to youth, adults, families, and communities to address the underlying problems that drive crime.

How does the Communications Intern support this work?

The Communications Intern will be a part of a diverse and dynamic team of professionals responsible for crafting messaging, providing transparent updates and information, and encouraging dialogue among staff, leadership and the general public about public safety. Additional team members oversee the creation and adherence of division policies, and the Volunteer & Intern Programs Manager, also a member of the team, supports community outreach and involvement efforts.

Internship Description & Responsibilities:

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be



conducted with our Communications staff, supporting of internal and external communications within the department. Learning and project opportunities in the following areas; strategic planning, web development and maintenance, graphic design and data visualization, change management, internal communication strategies, diverse modes of storytelling, organizational culture, mediation, active listening and equity & inclusion. Possible project examples and responsibilities include:

- Helping to paint murals with both staff and clients with trauma-informed themes
- Learning and/or participating in graphic recording and facilitation
- Interviewing staff and collecting stories from the field for our internal newsletter and website
- Contributing to the creative process and idea generation
- Storyboarding and content design, including creating templates for print & web
- Creating, editing, and sharing visual and written communication content internally
- Administrative tasks such as emailing and note taking
- Conducting in-person outreach at community events and with partner organizations
- Learn about County policies, with an emphasis on privacy safeguards, and about effective internal communication of these policies

Learning Outcomes:

This internship position will provide a wide variety of technical and paraprofessional duties and opportunities to:

- Further development of your existing skills in content production and editing
- Develop project management and collaboration skills
- Gain exposure working in the government sector, specifically community corrections
- Create communication strategies, analysis, and development
- Learn visual communication principles and technical graphic design skills
- Participate in cross-sectional workgroups
- Engage in public speaking and develop presentations
- Develop skills in active listening

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Commitment to promoting a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Equity and Empowerment Lens](#)).
- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individual able to relate to a variety of persons.
- Demonstrable cultural awareness.



- Excellent writing, editing, and research skills; a frame and draft clear messages.
- Creative self-starter who enjoys a collaborative work environment.
- Access to a secure and fast internet connection for remote work.
- Pursuing or recently completed an undergraduate or graduate degree in communications, marketing, graphic design, organizational development, policy development, change management, or other related field.
- Self-directed with the ability to set timelines and meet goals.
- Some experience in graphic design.
- Proficiency in Windows environments and Google applications.

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](#).