

DCJ - Equity and Communications Internship

Job Requisition	R-19257 DCJ - Equity and Communications Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting Description	No

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Department of Community Justice (DCJ)

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:

Equity and Communications Internship

College to County Internship 2026 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting on July 1st - 12 weeks

Hours: 20 - 30 hours a week

Telework: Hybrid

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.

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

What Does DCJ Do?

The Department of Community Justice (DCJ) provides supervision and services to justice involved youth, adults and families. Our efforts are guided by evidence-based strategies that maximize our resources and results, and by our core belief that people can change. We aim to address the underlying issues that lead to criminal behavior, and to help people successfully engage in civic life.

The Director's Office, responsible for policy, program, and fiscal direction for DCJ, and infrastructure to support the Adult Services and Juvenile Services Division. This includes the equity, policy, communication, volunteer and intern teams, victim and survivor services, business services, research and planning, human resources and business applications and technology.

Internship Description & Responsibilities:

- Support the development of communications products across the department to include newsletter items, initiative highlights and informational resources.
- Support the implementation of the Workforce Equity Strategic Plan by participating in cross-sectional workgroups, utilizing Smartsheets, Google Sheets, and other web tools to coordinate information and understanding across the department.
- Improving informational infrastructure with documented business processes.

Learning Outcomes:

- Develop skills in communication strategy, content creation and editing.
- Acquire practical project management and collaboration competencies.
- Gain professional exposure to the local government sector, specifically within community corrections.
- Engage in cross-functional workgroups to foster collaboration and organizational insight.

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](#)
- 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.
- Excellent writing, editing, and research skills; ability to 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.
- Self-directed with the ability to set timelines and meet goals.
- Ideal candidates will be proficient working with the Google Suite of applications.
- Must pass a thorough background investigation which includes, but is not limited to, a review of applicant's criminal, civil, driving, military, educational and employment history prior to 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:

Yulee Kim-Whetstone

Email:

yulee.kimwhetstone@multco.us

Phone:

+1 (971) 3490804

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	Juvenile Justice Complex
Time Type	Full time
Locations	
Supervisory Organization	Communications (Micaela Thurman)