

Volunteer Engagement Internship

College to County Internship 2025 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 40 Hours per week

Telework: Hybrid

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

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 Department of Community Justice Do?

We develop evidence-based practices to help those who are at-risk for committing a crime, accused of a crime, in detention, or on parole, and those who have been impacted by criminal behavior.

We have three unique divisions: Adult Services (ASD), Juvenile Services (JSD) & Director's Office (DO).

The Volunteer Engagement Internship is part of the five-person Policy & Communications unit, which is situated in the Director's Office and serves all three divisions.

The Volunteer and Internship programs help connect community members and emerging professionals to service opportunities that support DCJ's operations and mission to: ***Enhance community safety and reduce criminal activity by holding youth and adults accountable in a fair and just manner, assisting them to develop skills necessary for success, and effectively using public resources.***

Internship Description & Responsibilities:

The Volunteer Engagement Intern will support the Volunteer & Internship Programs Manager as we launch a new volunteer management software,

Better Impact. To support the programmatic changes, The Volunteer Engagement Intern will create training materials, facilitate engagement exercises, and use innovative communication tools to reach diverse audiences and support their unique needs through the operational change.

Responsibilities in this role will include:

- Content Creation - may include: flyers, flow charts, notices, newsletters, videos, etc.
- Stakeholder Engagement - you will work collaboratively with multiple stakeholders to develop best practices for effective communication.
- Digital Change Management - you will help educate and onboard volunteers into Multnomah County's new enterprise software for volunteer management, Better Impact.

Learning Outcomes:

- Improve your communication skills and gain experience with storytelling using verbal, written and digital communication tools.
- Learn people mapping skills and be able to identify engagement opportunities with multiple stakeholders.
- Gain valuable applied experience with outreach and advocacy and build professional connections in fields you may consider on your career path.

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](#)).

- Ability to think critically and problem solve in a fast paced environment.
- Good social skills and the ability to treat all people with dignity and respect, regardless of their prior experience and involvement with justice systems, employment status, and any protected class.
- Ability to navigate digital spaces intuitively.
- Some experience as a volunteer.

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.