

Workforce Equity Assistant Internship

College to County Intern 2024 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks

Hours: 30-40 hours a week (Monday - Friday)

Telework: Hybrid position between on-site and telework

Building Physical Location: 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](#).

The Department of Community Justice

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for an equity-focused paid internship position. This internship will be conducted with the supervision and support of the **DCJ Equity Team**. This team includes the Department's Equity and Inclusion Manager and Workforce Equity Strategic Plan (WESP) Project Manager.

This position will support the implementation of the [countywide WESP](#), within the context of the [DCJ Strategic Plan](#). This work looks like talking regularly with DCJ staff, harmonizing documents across different teams, and helping organize the in-take and flow of information around Workforce Equity initiatives at DCJ.

This position will have learning, mentoring, and project opportunities in the following areas: strategic planning, change management, web development,

internal communication strategies, data maintenance, workforce equity, organizational culture, mediation, and equity & inclusion.

Job Task Description:

This position will assist the DCJ Equity Team in organizing WESP action items for successful tracking and implementation. Supporting the WESP means supporting organizational change within the department. The main role of this position is to add capacity within the Equity Team for strategic planning, staff communication, and/or data management. This internship position will provide a wide variety of possible technical and paraprofessional duties and opportunities. Assigned tasks will vary upon the skills and interests of the final applicant.

Possible tasks include:

- Organizing WESP files within Google Drive using folders and permissions.
- Develop project management and collaboration skills
- Supporting data management between team (Creating structure & forms)
- Create webpages in Google-Sites
- Participate in cross-sectional workgroups
- Engage in public speaking and develop presentations
- Develop skills in active listening and having difficult conversations
- Navigating human relationships from an organizational perspective
- Utilizing Smartsheets, Google Sheets, and other web tools to coordinate information and understanding for our community

Major Areas of Responsibility:

- Contributing to the creative process and idea generation
- Storyboarding and content design, including creating templates for print and web content
- Creating, editing, and sharing communication content internally
- Administrative tasks such as emailing, room booking, event planning and note taking
- Participating as a member of the Safe & Respectful Workplace Workgroup, and the Diversity & Equity Steering Committee.

Knowledge/Skills/Abilities Required:

- Candidates should have completed or enrolled in a college/university academic institution.
- Commitment to maintaining confidentiality and professionalism.
- Empathy in the workplace - ability to respectfully communicate with individuals of diverse backgrounds and political views.
- Basic organizational skills. (Able to prioritize tasks)
- Demonstrable cultural awareness.
- Ability / willingness to learn new software and processes.
- Excellent writing, editing, and research skills, and ability to frame and draft cogent messages.
- Creativity in problem solving.
- Access to a secure and stable internet connection for remote work.
- Must be self-directed with the ability to set timelines, follow instructions, and meet goals.
- Basic experience in graphic design.
- Proficiency in Apple (IOS) and Windows environments (Windows 10 / MS Office) and Google applications (Gdrive, Gdocs, etc.)

The selected student must be able to successfully pass a background investigation.

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.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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](#). The deadline for submitting an online application is **March 25, 2024**. (subject to change)