

DCM - Central Budget Office Internship

Job Requisition	R-19270 DCM - Central Budget Office Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting	No
Description	

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

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Department of County Management (DCM)

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:

Central Budget Office Internship

College to County Intern 2026 - Department of County Management

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: Hybrid

Building Physical Location: 501 SE Hawthorne Blvd., Suite 531

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 the Central Budget Office Do?

The Budget Office, under the guidance of the Chair and Board of County Commissioners, manages the County's budget process and prepares the annual budget. The office serves as a resource to the Chair's Office, the Board of County Commissioners, County departments, and the public. It also helps decision makers and departments by communicating policy direction and program priorities; coordinating strategic planning; and providing technical expertise, training, and various analyses.

The budget is the County's largest policy document, and it is through the budget process that the County aligns its funding with its priorities. This is why it's essential that the County's values are incorporated into the budget process. The Budget Office furthers this work by facilitating the countywide budget process. The Budget Office also provides a variety of resources and analyzes to help inform decision makers and to

guide departments through the budget process. For example, the Budget Office does the following:

- Creates General Fund forecasts to inform the Board how much funding is available for the budget.
- Performs various ad hoc analyzes to determine the estimated cost impacts of policy proposals.
- Supports County Labor Relations during collective bargaining by providing cost estimates.
- Provides budgetary information to departments.
- Trains department employees on budget software and the budget process.
- Communicates policy direction and program priorities to departments.

Internship Description:

The Central Budget Office is seeking a value-driven team player to fill the position of Budget Office Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in Budgeting, Economic Forecasting, and Local Government Policy. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of ongoing assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Working with Budget Office Staff on Budget Book production, including editing and graphic creation.
- Assisting Economist with General Fund forecast update, including dataset creation, special topic research, and graphic creation.
- Research topics related to newly passed tax initiatives, especially income taxes.
- Research budget processes at comparative jurisdictions in order to improve County processes.
- Ad hoc analysis related to emerging policy issues.

Learning Outcomes:

- Connecting you to key staff who can help deepen your understanding of public service.
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.
- Gain experience on performing analysis and presenting results to non-technical stakeholders

Education and Minimum Qualifications:

- Curiosity and a desire to learn are key attributes of successful Central Budget Office employees. Candidates should have some completed coursework leading to an Undergraduate degree, with major in finance, economics, statistics, business administration, public administration or related fields.
- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Desktop software such as Microsoft Word, Excel, and PowerPoint, and Google Suite
- Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff.
- Perform analytical work and prepare clear and concise reports.
- Plan, develop, review and complete projects in a timely manner.

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	Multnomah Building
Time Type	Full time
Locations	
Supervisory Organization	Budget Team B (Jeff Renfro)