

Central HR Video and Marketing Internship



College to County Intern 2024 - Department of County Management

JOB TITLE: College Intern

SALARY: \$24.00 hourly (20 - 40 hours per week, Monday-Friday) 12 weeks -
Starting in June

LOCATION: Virtual and Multnomah Building (501 SE Hawthorne Blvd, Portland, OR)

Does This Position Require Driving a County Vehicle? No

TriMet Passes are available if transportation to County facilities is required.

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

OVERVIEW

Talent Acquisition is a part of Central Human Resources. Our Purpose is to help Multnomah County thrive by advancing a workforce that is culturally adaptive and equipped with the capabilities to meet the current and future needs of our community. We recruit new talent from the community to apply at Multnomah County and support existing employees to meet their career goals.

Employee Wellness is a part of Central Human Resources. We support policies, practices and programs that enhance the wellbeing and culture of our organization and workforce. We care about how our employees FEEL at work.

Talent Acquisition and Employee Wellness are seeking an intern to join our vibrant teams and increase **video and marketing resources** for Multnomah County employees and C2C interns.

Link to the [Website](#)

INTERNSHIP DESCRIPTION

You will be responsible to:

- Create and edit a recruitment video that will help attract talent to the County.

- Present video and/or workshop to C2C peers.
- Develop marketing materials and assist with communication campaigns.

Talent Acquisition and Employee Wellness will set you up for success by:

- Working with your strengths and growth interests (e.g., facilitating, presenting, planning, and strategizing).
- Coordinating a project with you that will be mutually beneficial for you and Multnomah County.
- Matching you with a liaison who will regularly check in with you.
- Connecting you to key staff who can help deepen your understanding about public service, Multnomah County, and the field of learning and development.

A successful candidate will have the following minimum qualifications:

- Commitment to promoting equity and becoming racially just.
- Experience with brand promotion, writing content, and establishing a digital presence.
- Video creation and editing skills (i.e., Adobe Premiere Pro, Camtasia).
- Experience with managing a project from start to finish.
- Ability to work independently via a remote/virtual environment.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

Diversity and Inclusion: At Multnomah County, we don't just accept differences; 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 is the Law 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.

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 25th, 2024