

DCM Equity Team College Internship

2025

Pay Rate:	\$24
Job Type:	Temporary College Intern
Duration:	June - September 2025
Hours:	30 hours per week
Location:	Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

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

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

About DCM's Equity Team

The Department of County Management's (DCM) Equity Team is composed of two staff: DCM's Equity Manager and the Employee Engagement and Inclusion Analyst. The team creates and implements plans that create culture change, promote safety, trust, and belonging, and align with Multnomah County's Workforce Equity Strategic Plan (WESP). Although primarily focused on supporting DCM staff, many of their programs serve all Multnomah County departments, so their work can also impact staff and equity efforts across the County.

Interning with DCM's Equity Team

DCM Equity Team Interns will gain an understanding of how to operationalize equity work in the public sector. They will learn through various methods: attending regular team meetings, contributing to current projects, co-facilitating meetings, and completing an independent passion project aligned with their professional goals. Interns will be active and engaged members of the team!

Internship Description:

The DCM Equity Team seeks a motivated intern who is eager to learn about equity in the public sector. The ideal intern will collaborate with the Equity Team to complete the following projects:

- **Communication and transparency.** Update the Equity Team's website to reflect current and emerging projects. Work with team members to develop content for quarterly newsletters and other special communications.

- **Training support.** Help create content and co-facilitate department equity committee meetings, in particular the August meeting. Attend equity trainings to enhance understanding and skill building.
- **Support WESP 2.0 implementation.** Support implementation efforts.
- **Enhance equity work.** Provide fresh ideas and activities to enhance engagement and learning related to existing department practices. Examples include: improving DCM's New Employee Engagement Orientation (NEO), revising interview questions to refresh the existing interview question bank, and identifying topics for future Equity Committee meetings.
- **Staff engagement support.** Support and collaborate with DCM's Inclusion Analyst to complete staff engagement projects. Provide co-facilitation, admin, project management, and event support as needed.
- **Passion project.** Identify and lead a 'passion project' to develop specific skills and foster personal growth in an area of interest.

Projects vary based on experience, skills, and interest. Past projects have included:

- Employee equity and engagement projects
- Community outreach projects
- In-office research and data evaluation of College to County program

Knowledge/Skills/Abilities Required:

- Curiosity, openness, humility, and the willingness to learn from mistakes
- Possess a foundational understanding and/or lived experience that demonstrates an understanding of racism, and other forms of oppression, and its impact on marginalized communities
- Attention to detail
- Working knowledge of:
 - Microsoft Office or Google Suite (ie: Word, Excel, Sheets, Docs, etc)
 - Video conferencing platforms (ie: Google Meet, Cisco Webex, Zoom, etc)
- Ability to receive and understand verbal and written directions
- Ability to work cooperatively and develop relationships with diverse workgroups
- Comfortable working independently in a hybrid environment

Diversity and Inclusion: At Multnomah County, we value difference and support efforts to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

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 in the box below. Clearly explain how those skills and/or qualifications 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.