

Office of Chief Operating Officer Internship

College to County Intern 2024 - Office of Chief Operating Officer

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks - Starting in June

Hours: 40 hours a week

Telework: Hybrid

Building Physical Location: Multnomah Building, 501 SE Hawthorne Blvd, Suite 600, Portland, OR 97214

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 needed.

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

What Does the Department of County Management Do?

The Office of the Chief Operating Officer (COO) lives within the Department of County Management (DCM). The COO supervises the appointed department directors across the County, providing a crucial link between policy-makers (the County Chair and Board of Commissioners) and administrative implementers.

DCM provides the County's administrative infrastructure, including the Budget Office, Human Resources, and Finance. Our central function is to support the County, its Departments and Agencies to serve the people who live, work and do business in the County. The COO's Office and DCM supports the Chair and elected officials by providing strategic leadership and objective policy analysis. Additionally, the COO promotes cross-departmental collaboration and organization-wide professional development.

Link to the DCM [website](#)

Internship Description & Responsibilities:

- Assist with various countywide operational initiatives projects and/or events.
- Provide administrative support, such as;
 - Develop a comprehensive office manual outlining policies, procedures and best practices specific to the 6th floor.
 - Collaborate with team members to create agendas for meetings, ensuring all relevant topics are covered.
 - Attend meetings and take detailed and accurate notes which summarize key discussion points, decisions and action items
- Assist in the planning, execution and monitoring of projects led by the COO's office. Coordinate project timelines, track project progress and provide regular updates.

Learning Outcomes:

- 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.
- 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.

Education and Minimum Qualifications:

- 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](#))



- Ability to communicate with customers and team members via phone, email, or in person
- Ability to both follow directions, work both independently and as a team.
- Experience with managing a project from start to finish.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

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 through the form also located on this [website](#). The deadline for submitting an online application is March 25th