



Outreach and Marketing Internship

College to County Intern 2024 – Department of County Management

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: In-person or hybrid

Building Physical Location: 501 SE Hawthorne Blvd, Suite 325, Portland,
OR

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 Enterprise Resource Planning (ERP) Finance Support Team Do?

Workday is a complex software system that Multnomah County uses to record and report on Human Resources (HR) and financial data. Our team of seven people supports finance staff who use Workday. We configure and test Workday's finance functionality and custom reports.

We also offer a variety of support services that include:

- Performing day-to-day system maintenance
- Troubleshooting software problems
- Answering questions from individual end users
- Preparing online, self-service learning materials



- Delivering in-person, group training sessions
- Advocating with Workday to make improvements to the software that will benefit the County

Our work is highly collaborative both within our team and with the people we serve. We strive to create a culture where people feel safe asking questions and trust they will receive quick and accurate help.

Internship Description & Responsibilities:

Our team provides many different communications and learning resources for finance staff. Our goals are to help them use Workday successfully and keep them informed about system changes. This project will help us evaluate these activities and recommend how we might improve them.

During the project, our intern will be responsible for:

- Gaining an understanding of our team's current outreach and marketing activities.
- Using Google Analytics, surveys, interviews, and other tools available at the County to gather quantitative and qualitative data about the usage of these activities.
- Evaluating the effectiveness of these activities using current research and best practices in marketing and change management.
- Preparing a report of findings that includes recommendations for improvements to our existing activities and/or new initiatives.

Learning Outcomes:

- Complete a multi-faceted research and analysis project.
- Collaborate with diverse staff from multiple County departments.
- Gain experience using Google Analytics and other data collection and analysis tools.
- Practice written and verbal communication skills to present your analysis and recommendations to leadership.

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university



academic institution with a major in marketing, communications, human resources, business, or psychology.

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values. ([View our Equity and Empowerment Lens](#) at multco.us/diversity-equity/equity-and-empowerment-lens)
- Be curious and eager to learn.
- Be able to work with a team and independently.
- Plan and complete work in an organized and timely manner.
- Communicate effectively, both verbally and in writing, using a variety of channels such as chat, email, video conferencing, and in-person.
- Perform analytical work using both quantitative and qualitative data.

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](#) (multco.us/safety-trust-and-belonging-workforce-equity-initiative) and exploring our [Core Competencies](#) (multco.us/assessment-taxation/core-competency-behavioral-descriptions) for all County employees.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) (multco.us/jobs/veterans-preference-information-and-instructions) 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 www.multco.us/c2capply. The deadline for submitting an online application is March 25th, 2024.