

Communications and Public Engagement Internship

College to County Internship 2025 - Department of Community Services
Director's Office

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 40 hours a week

Working location: Hybrid, in the office at minimum on Tuesdays

Building Physical Location: 501 SE Hawthorne Blvd. Ste. 400, Portland,
OR 97214

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](#).

What Does The Department of Community Services Do?

The Department of Community Services, or DCS, is a trusted partner helping to create thriving and inclusive communities. Equity and safety are our guiding principles. Our four divisions include: Animal Services, Elections, Land Use Planning and Transportation. Our mission is to preserve harmony between natural and built environments, keep people and pets safe, and ensure every voice is heard.

The DCS Director's office supports the four divisions by:

- Liaising between the department, the Board of County Commissioners and other partners around the region
- Partnering on exciting major capital projects and policy initiatives
- Fostering a safer and more equitable work environment for staff
- Coordinating other services for the department such as:
 - The DCS Equity program

- Human Resources
- Business Services
- Asset Management
- Emergency Management and Safety
- Legislative coordination.

Internship Description & Responsibilities:

This position, a key member of the DCS Director's office, will work closely with the Strategic Initiatives Manager as well as the Equity and Inclusion Manager and the Equity and Inclusion College to County Intern to lead and collaborate on communications and public involvement initiatives for DCS. Additionally, the Communications and Public Involvement intern will work with other DCS College to County interns to form a DCS College to County 2025 cohort that will focus on centering equity in this work through peer to peer review, professional development, relationship management and shared learning.

Key projects include:

- Provide administrative support for public involvement initiatives and engagement planning around such work as large transportation projects or community advisory committees.
- Summarize public involvement feedback and synthesize data and content to help the project manager and leadership team incorporate public opinion in the decision making process for the project.
- Create meeting agendas and facilitate public involvement or public engagement sessions when applicable, in partnership with the DCS Strategic Initiatives Manager and other County contractors

Key deliverables include:

- Research, learn and develop a consensus-based facilitation toolkit for DCS public involvement work and present the toolkit to other DCS staff and College to County interns that lead or interface with public involvement.

- Work with the DCS Communications Coordinator, the Website & Records Program Specialist, and County Central Communications to recommend website and social media improvements for DCS and other major project websites, and help design public involvement or public engagement materials.

Learning Outcomes:

Internships are inherently learning experiences for students and a description of the expected **learning outcomes** shows candidates how they will **benefit from the experience**.

- How to build relationships, plan and facilitate project-based public engagement with an emphasis on consensus building.
- How to apply communications practices to raw data and content in order to amplify and elevate community voices.
- How to incorporate equity and public engagement processes into large-scale projects led by a public entity.

Minimum Qualifications and Education :

- Meet all criteria listed on the College to County Program [Eligibility Website](#).
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#)).
- Ability to both follow directions and work independently.
- Ability to work collaboratively in a team environment and develop effective working relationships with diverse groups.
- Familiarity with, or willingness to learn, Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).
- Educational or professional experience with communications, or other demonstrated familiarity with communications work, graphic design, social media and content drafting.

- Lived, educational or professional experience with public involvement. Consensus model expertise is a plus.

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 located on this [website](#). The deadline for submitting an online application is April 1st, 9:00 am PST, 2025.