



Elections Communications Internship

College to County Intern 2025 - Elections Division

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks

Hours: Up to 40 hours a week

Telework: Hybrid work schedule

Building Physical Location: Duniway-Lovejoy Elections Building | 1040 SE Morrison St., 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 required.

Interns will be assigned a laptop, docking station, keyboard and mouse for hybrid work. Eligibility requirements and more details found on our College to County [website](#).

What does the Elections Division Do?

Multnomah County Elections conducts all local, city, county, state and federal elections for Multnomah County voters.

Local elections include boards of directors for schools and special districts as well as local measures. City elections include those for city offices as well as annexations and other city issues. County elections are for county officers and county measures. State elections include Oregon House and Senate races as well as state-wide offices and state measures. Federal elections include Congressional, US Senate and Presidential races.

In addition, Multnomah County Elections prioritizes voting access to all, including the County's diverse language communities, voters with disabilities, and voters with accessibility challenges. We provide language and translation services, voting assistance and we provide a full range of voter services at our Elections offices.

How does the Communications Intern support this work?

The Communications Intern will be a part of a diverse and dynamic team of professionals responsible for crafting messaging, providing transparent updates and information, and supporting the work of internal and external communications within the division.



Internship Description & Responsibilities:

The Multnomah County Election Division is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Communications staff, supporting the work of internal and external communications within the division.

Learning and project opportunities in the following areas; strategic planning, web development and maintenance, graphic design and data visualization, digital archiving, internal communication strategies, diverse modes of storytelling, supporting language access and voter education and outreach.

Possible project examples and responsibilities include:

- Contributing to the creative process and idea generation
- Story boarding and content design, including creating templates for future multi-media use
- Creating, editing, and sharing visual and written communication content internally
- Administrative tasks such as emailing and note taking
- Contributing to in-person outreach at community events with the [Voter Education and Outreach \(VEO\) Program](#)
- Learning about County policies, with an emphasis on supporting language access and digital archiving

Learning Outcomes:

This internship position will provide a wide variety of technical and paraprofessional duties and opportunities to:

- Further development of your existing skills in content production and editing
- Gain exposure working in the government sector, specifically Elections
- Create communication strategies, analysis, and development
- Learn visual and written communication principles
- Participate in cross-sectional workgroups
- Engage with voters at outreach events
- Develop research skills

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Commitment to promoting a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Equity and Empowerment Lens](#)).
- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individual able to relate to a variety of persons.



- Demonstrable cultural awareness.
- Excellent writing, editing, and research skills; ability to frame and draft clear messages.
- Creative self-starter who enjoys a collaborative work environment.
- Access to a secure and fast internet connection for remote work.
- Pursuing or recently completed an undergraduate or graduate degree in communications, marketing, graphic design, organizational development, policy development, change management, or other related field.
- Self-directed with the ability to set timelines and meet goals.
- Some experience in website editing or graphic design.
- Proficiency in Windows environments and Google applications.

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](#).