

Equity & Inclusion Internship

College to County Internship 2025 - Department of Community Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: Hybrid, in office Tuesdays and Wednesdays. Opportunities for in-person meetings, events, activities as announced

Building Physical Location: Multnomah Building, 501 SE Hawthorne Blvd, Portland with the possibility of attending meetings, events, activities at Yeon Annex, 1600 SE 190th Ave, Portland.

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 (DCS) Do?

DCS provides many essential services throughout Multnomah County. Our Mission is to preserve harmony between natural and built environments, keep people and pets safe, and ensure every voice is heard. DCS promotes the Vision of being a trusted partner helping to create thriving and inclusive communities and we value transparency, integrity, responsibility, equity, and leadership.

DCS Serves the community through four distinct division:

- Animal Services
- Elections
- Land Use Planning
- Transportation

The common thread through these four divisions centers on equity and safety, not only with an internal focus of service and value to our employees, but extending outward to DCS customers and the public.

Internship Description & Responsibilities:

Equity is central to the work happening within DCS. We are committed to considering, responding to, and mitigating the effects of unjust systems and processes that have an impact on our workforce and the communities we serve. We seek to foster an equitable, inclusive, and racially just workplace, guided by the Workforce Equity Strategic Plan (WESP), the Equity and Empowerment Lens, and vision of Safety, Trust and Belonging.

This position, a key member of the DCS Director's office, will work closely with the Equity Manager to lead and collaborate on internal equity initiatives and will partner with the Strategic Initiatives Manager and Communications and Public Engagement Intern on enhancing public involvement efforts. Additionally, the Equity & Inclusion 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.

Work is both in-person and virtual and includes:

- Attending and participating in staff meetings and training sessions.
- Developing project plans and seeing them through to implementation
- Preparing communications for internal and external stakeholders such as monthly DCS Equity in Action Newsletter.
- Engaging in creative process and idea generation.

Possible projects Include:

- Coordinate and co-facilitate DCS employee focus group interviews to increase understanding of experiences, opinions, and perspectives of dcs employees surrounding diversity, equity, and inclusion needs.

- Compile and organize equity resources and learning materials into a user-friendly DCS Equity Google site.
- Participating in the DCS Public Engagement task force to evaluate public outreach policy.
- Craft a guideline for identifying and vetting equity resources based on the Equity & Empowerment Lens.

Learning Outcomes

The Intern will be provided opportunities to learn, practice, and improve the following knowledge, skills, and abilities:

- **Equity and Safety:** Become part of a workforce that prioritizes equity and safety.
- **Professional Networking:** Through site visits and professional networking, become familiar with the various DCS divisions.
- **Facilitation:** Develop facilitation skills by helping to organize and run Equity committee meetings and focus groups.
- **Research and Organization:** Research and organize equity and inclusion resources to share with others.
- **Strategic Planning:** Develop skills in evaluation, data-driven decision-making, and policy development.
- **Project Management:** Learn project management practices, including development, implementation, and assessment.

Minimum Qualifications and Education :

- Candidates should have completed within one year or enrolled in a college/university academic institution..
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Equity and Empowerment Lens](#))
- Foundational understanding and/or lived experience that demonstrates an understanding of racism, and other forms of oppression, and its impact on marginalized communities.
- Ability to work independently and develop effective collaborative working relationships with diverse groups.

- Ability to organize and prioritize work demonstrating an attention to detail.
- Demonstrated oral and written communication skills.
- Familiarity with Google suite (e.g., Gmail, Calendar, Meet, Drive, Docs, Sheets, Forms, 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 located on this [website](#). The deadline for submitting an online application is April 1st, 9:00 am PST, 2025.