

Joe Rogers Voter Education and Outreach Internship

College to County Intern 2024 -Elections Division, Department of Community Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - Starting in June - 12 weeks

Hours: up to 40 hours a week

Telework: *Hybrid schedules will fluctuate from week to week. Time will be split between: independent teleworking, shared teleworking, in office job shadowing, and in person events on evenings and weekends. Interns will be assigned a laptop, docking station, keyboard and mouse for hybrid work, as well as a cell phone stipend per month.*

Building Physical Location: Duniway-Lovejoy Elections Building, 1040 SE Morrison St, Portland, OR, 97233

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Potentially, this position entails driving a county vehicle to and from community events. This is not required, as we have other staff who also drive. Please do not see this as a barrier to apply. *TriMet Passes are available, this position does require getting to events throughout Multnomah County.*

Eligibility requirements and more details found on our College to

County [website](#).

What Does the Voter Education and Outreach Program Do?

The Multnomah County Elections Division conducts all local, state, and federal elections by mail for the 566,000 registered voters in our county. During this internship you will learn all the functions of a vote by mail election process.

The Voter Education and Outreach program provides education and outreach to current and future voters in Multnomah County towards: *voter registration, voter assistance resources, and voting a ballot by mail*. We deliver and assess the needs of voters through our culturally specific outreach efforts. Our efforts are directed by a racial equity lens and use a trauma informed framework to guide how we do our work.

Link to the Voter Education and Outreach [website](#)

Internship Description & Responsibilities:

- Attend community events to conduct voter education and outreach, focusing on preparing voters for the upcoming November General Election in Multnomah County.
- Work collaboratively with the program team and community partners to strengthen our community specific engagement plan for Black/African American voters in Multnomah County.
- Conduct workshops for community partners on: Voter Registration, Vote by Mail, and Ranked Choice Voting.
- Guide a tour of the Duniway-Lovejoy Elections Building for a community specific partner.
- Participate in the Elections Communication Team Workgroup and collaborate on the development of communication plans directed towards Voters for the November General Election.

Learning Outcomes:



- Learn the ins and outs of program management, equitable community engagement, and trauma informed outreach practices.
- Learn project management basics and how they are applied in public service roles.
- Learn the functions of the Multnomah County Elections Division and our responsibility to conduct all federal, state and local elections.

Education and Minimum Qualifications:

- *Preferred lived or worked experience with Black or African American voters in Multnomah County.*
- Candidates should have completed at least one year of college/university studies with a focus area of: social work, civic education, political science, or other related humanities fields.
- Strong interpersonal communication skills and a desire to connect with voters from all backgrounds and communities.
- Experience with or desire to learn public speaking and presentation skills towards diverse audiences and with an accessibility lens.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#), [Workforce Equity Initiative](#))

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 submit an application, resume and cover letter for this position through the form also located on this [website](#). The deadline for submitting an online application is March 25th, 2024.

In your cover letter, please tell us:

- What drew your interest in applying for the Joe Rogers Voter Education and Outreach Internship with the Multnomah County Elections Division?
- What is your lived or work experience as it relates to the education and minimum qualifications for this internship?
- How do you see that experience relating to conducting Voter Education & Outreach to this community through this internship?

If you have any questions about this internship opportunity, please contact Scotty Sherington (they/them) at scotty.sherington@multco.us.