

DCS - Strategy and Communications Internship

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| Job Requisition | R-19329 DCS - Strategy and Communications Internship (Evergreen) (Open) |
| Job Family | Interns |
| Start Date | 04/03/2026 |
| End Date | 04/10/2026 |
| Primary Posting Description | No |

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Department of Community Services (DCS)

Job Type:

Intern

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

April 09, 2026

The Opportunity:

Strategy and Communications Internship

College to County Internship 2026 - Department of Community Services Director's Office

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - 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.

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

As a key member of the Director's Office, you will sit at the intersection of strategy and storytelling. Working closely with the Strategic Initiatives Manager and the Communications Coordinator, you will help lead project management efforts, build relationships, and craft the narrative for high-profile DCS initiatives.

The ideal candidate is a systems-thinker who enjoys organizing complex information and can pivot quickly between technical project tracking and creative content development. Ideal candidates would also possess exceptional written communication skills and can craft clear, compelling, communications pieces. Projects may include: Planning for a new Animal Services facility or redevelopment of industrial land in East County into safer spaces that meet community needs.

Key Projects:

- Strategic Content: Develop materials for county websites, stakeholder meetings, community engagement events, and briefings.
- Project Management: Support the lifecycle of high-profile department projects.
- Systems Improvement: Identify and recommend ways to streamline workflows and project tracking within the Director's Office.

Key Deliverables:

- Engagement Materials: High-quality web, communications content, and presentations developed in partnership with the Communications Coordinator, Strategic Initiatives Manager and other DCS staff.
- Project Management Suite: Create foundational documents (Charters, Gantt charts, RACI charts, and Risk Trackers) for key initiatives. Offer project management support as needed.
- The DCS "Playbook": A final memo and set of templates to standardize project management for future department use.

Learning Outcomes:

- Large-Scale Leadership: Gain hands-on experience navigating public projects with complex multi-agency partnerships.
- Strategic Synthesis: Learn to translate dense, technical data into digestible, accessible content for diverse audiences.
- Digital Communications: Build on your existing communications skills in website development and content creation.
- Relationship management: learn how to build, maintain and navigate relationships with colleagues and partners in a local government setting.

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 project management, political science and/or communications.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

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.

Questions?

Recruiter:

Yulee Kim-Whetstone

Email:

yulee.kimwhetstone@multco.us

Phone:

+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

8007 - College Intern

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| Worker Sub-Type | Intern |
| Location | Multnomah Building |
| Time Type | Full time |
| Locations | |

Supervisory Organization Director's Office Communications (Taylor Steenblock)