

## District 2 Office - Community Engagement Internship

<b>Job Requisition</b>	R-19319 District 2 Office - Community Engagement Internship (Evergreen) (Open)
<b>Job Family</b>	Interns
<b>Start Date</b>	04/03/2026
<b>End Date</b>	04/10/2026
<b>Primary Posting</b>	No
<b>Description</b>	

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

Pay Range:

**\$16.30 - \$30.00 Hourly**

Department:

**County Commissioner District 2**

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:

Community Engagement Internship - District 2 Office

College to County Intern, Multnomah County [District 2 Commissioner Shannon Singleton](#)

Pay Rate: \$24 per hour

Job Type: College Intern

Duration: June - September 2026

Hours: Maximum of 30

Telework: Hybrid

Location: Multnomah Building - 501 SE Hawthorne Blvd, Portland OR

TriMet Passes are available if transportation to County facilities is required. Eligibility requirements and more details found on our College to County [website]

About the District 2 Office:

This district serves North and NE Portland along with Maywood Park, spanning from St. John's to the Argay neighborhood. District 2 can be described as the heart of Multnomah County. There are about 203,600 people in District 2 from a diverse set of backgrounds.

Commissioner Singleton values community engagement and involvement and is involved with many transportation advisory groups. Her office regularly communicates with constituents across social media platforms about priorities and policies that serve the community equitably and effectively.

Position Summary:

The District 2 Office seeks a College to County intern to support communications, summer event preparation, and constituent engagement efforts. This role provides hands-on experience in local government operations and community-centered public service.

**Key Responsibilities:**

- Draft and schedule social media content
- Assist with newsletters and digital communications
- Prepare background materials and talking points for community events
- Provide on-site support at select summer events
- Track and categorize constituent communications (non-confidential)
- Assist with outreach to community-based organizations

**Learning Outcomes:**

- Develop public sector communications skills
- Gain experience in event preparation and community engagement
- Build familiarity with constituent services operations
- Strengthen professional writing and organizational skills

**Other Responsibilities:**

- Conduct research around policy in collaboration with District 2 staff, subject matter experts, and community members
- Support development of memos and take notes at meetings
- Engage in communication with constituents as assigned

**Learning Outcomes:**

- Learn the functions of local government & the County Commissioner's office
- Increase knowledge of community issues and solutions
- Expand professional network of peers, government officials, and community organizations

**Education & Minimum Qualifications:**

- Candidates should have completed or be enrolled in a college/university academic institution or Trade School
- Demonstrate a strong understanding and application of diversity, equity, and inclusion principles
- Excellent written and verbal communication skills with an ability to engage and build relationships with diverse work groups
- Ability to both follow directions and work independently with minimal supervision
- Flexible, cooperative, and able to adapt and thrive in a changing environment.
- Working knowledge of Google Workspace (i.e. Gmail, Calendar, Docs and Drive)

**Preferred Qualifications:**

- Experience applying a racial equity lens to research, projects, and policy analysis and commitment to honor research ethics and standards of confidentiality
- Strong interpersonal and culturally responsive communication skills, informed by lived experiences and customer service best practices

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](mailto: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

<b>Worker Sub-Type</b>	Intern
<b>Location</b>	Multnomah Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	District 2 Staff (Quinn Colling)