

District 4 Office - Community Communications Internship

Job Requisition	R-19350 District 4 Office - Community 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:

County Commissioner District 4

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 Communications Internship - District 4 Office

College to County Intern, [Multnomah County District 4. Commissioner Vince Jones-Dixon](#)

"Building America's Favorite County"

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: Maximum of 30

Telework: Hybrid

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

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:

Commissioner Jones-Dixon attends and participates in several meetings and events in East County. This position will require travel to locations such as city halls of the 4 cities (Gresham, Troutdale, Wood Village, and Fairview), and other sites and facilities as needed.

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 4 Office

This district primarily serves East Multnomah County, including the cities of Fairview, Gresham, Troutdale, Wood Village, and Fairview, as well as the unincorporated areas of Corbett. District 4 is characterized by its blend of urban, suburban, and rural communities, representing a vast geographic and socioeconomic diversity within the County.

Commissioner Jones-Dixon is a strong advocate for equitable economic development, homeless services

and community safety. His office focuses on active community engagement across the district's diverse municipalities and neighborhoods, utilizing various platforms to share information on county resources, policies, and constituent priorities.

Position Summary:

The District 4 Office seeks a College to County intern to support communications and constituent engagement efforts, particularly focusing on the unique needs of East County communities. This role provides hands-on experience in local government operations, external communications, and community-centered public service.

Internship Description & Responsibilities:

- Draft and schedule social media content
- Assist with newsletters and digital communications
- Conduct research on policy topics relevant to East County (e.g., economic resilience, climate initiatives)
- Track and categorize constituent communications (non-confidential)
- Assist with outreach to community-based organizations and municipal partners
- Provide on-site support at select summer events and meetings

Learning Outcomes:

- Develop public sector communications skills
- Gain experience in policy research and analysis within a local government context
- Build familiarity with constituent services operations in a geographically large and diverse district
- Strengthen professional writing and organizational skills

Other Responsibilities:

- Conduct research around policy in collaboration with District 4 staff, subject matter experts, and community members
- Support development of memos and take notes at meetings and site visits
- 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 specific to East Multnomah County
- Expand professional network of peers, government officials, and community organizations

Education & Minimum Qualifications:

- Have a valid drivers license
- 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)
- 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](#))

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

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



Worker Sub-Type	Intern
Location	Multnomah Building
Time Type	Full time
Locations	
Supervisory Organization	District 4 Staff (Brendan Finn)