

Project Coordinator



College to County Intern 2024

Financial and Business Management Division

SEASONAL TEMP POSITION: June through September

SALARY: \$24.00 hr. (40 hours per week, Monday-Friday)

LOCATION: Gladys McCoy Building, 619 NW 6th Avenue, Portland, OR 97209¹

Yes, for community outreach events and meetings at least 1-2 times per week. A trimet pass can be provided. A valid driver's license is required.

Eligibility requirements and more details found on our [College to County website](#).

Vision: *Thriving communities that nurture the health and resilience of all*

Mission: *We work with communities to advance health equity, protect the most vulnerable, and promote health and wellness for everyone*

Division Description

The Financial and Business Management Division manages the accounting, budgeting, contracting, financial management, procurement, functions specific to the Health Department. The division also manages the Facilities operations and Safety and Security initiatives for the Health Department

The division is responsible for:

- Accounts receivable, billing, and collection services
- Departmental financial reporting
- Departmental budget development
- Financial and operational data analytics & reporting
- All contracts, intergovernmental agreements, and professional service agreements
- Accounts payable
- Purchasing
- Travel and training services

The division is committed to creating [safety, trust and belonging](#). Our program, policy, budget and staffing decisions will be rooted in equity and aligned with the department's values of leading with race, dismantling white supremacy and ending racial injustice.

¹ Due to COVID-19 safety concerns, the intern will likely work remotely.

Job Description

The Financial and Business Management Division is seeking a value-driven team player to fill the position of Finance Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in project coordination, cash management support, office clerical function. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Supporting Cash Management and Account Receivable administrative operations
- Administrative support by coordinating and managing correspondence, schedules and appointments, providing meeting logistics and support, finance and division administrative mail distribution
- Supporting internal communications development process
- Research and project coordination for Health Department Safety and Security initiatives

Knowledge/Skills/Abilities

This position will offer the successful candidate an opportunity to learn, practice and improve the following knowledge, skills and abilities.

Knowledge

- Desktop software such as Microsoft Word, Excel, and PowerPoint.
- Records management principles and practices.
- Computer applications related to the work.
- Google Suite Enterprise products

Skills & Abilities

- Participate in a workforce committed to equity and inclusion and leading with race
- Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff.
- Perform analytical work and prepare clear and concise reports.
- Plan, develop, review and complete projects in a timely manner.
- Interpret and apply administrative and departmental policies and procedures.
- Customer Service practices include communicating in a positive manner, using plain language, and being person-centered and culturally responsive.
- Conducting work in a hybrid environment.

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 through the form also located at this [website](#). The deadline for the application is March 25th.