

Public Health Infrastructure Grant Workforce and Accreditation Internship

College to County Internship 2025 -Health Department, Director's Office

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: *Fully remote*

Building Physical Location: *Gladys McCoy Building, 619 NW 6th Street, Portland, Oregon 97209*

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: NO

TriMet Passes are available if transportation to County facilities is required.

What Does PHIG Do?

The Public Health Infrastructure Grant (PHIG) is an investment made by the Centers for Disease Control and Prevention that supports critical public health infrastructure needs of health departments across the United States. PHIG focuses on increasing our public health workforce through innovative collaborations and building up infrastructure to support public health staff. This is important work because a healthy and stable workforce ensures we can respond quickly to community needs and emergencies.

Multnomah County Health Department's PHIG program focuses on Workforce Stabilization and Restoration and Public Health Foundational Capabilities, which includes our goal of public health accreditation. PHIG work is grounded in three key principles: data and evidence drive planning and implementation; partnerships play a critical role in grant program success; resources are directed in a way that supports diversity and health equity.

Internship Description & Responsibilities:

1) Workforce Infrastructure Support

This position will work with the Workforce Infrastructure Manager on several projects that will help build the skills and capacity of the Health Department workforce. The College to County intern would assist with the creation of an Academic Health Department, which will create stronger ties with local colleges, universities and schools to increase student understanding of governmental health work and offer Health Department staff opportunities to collaborate on research and teach at the schools. This position will also assist with the implementation of a workforce development plan, a strategic document to outline the most needed skill building in the Department's Public Health staff. This position will also assist with other projects as needed.

Responsibilities:

Research best practices in other established Academic Health Partnerships around the country.

- Create communication documents to update collaborators on ongoing Academic Health Department efforts.
- Assist in the implementation of the Public Health Workforce Development Plan by identifying training opportunities and creating a training database for staff to use.
- Build relationships with internal stakeholders by meeting with program staff across the Health Department about the Academic Health Department partnership.
- Provide administrative support to the Workforce Development manager at meetings with notetaking, scheduling, agenda development, and following up with committee members as needed.

2) Public Health Accreditation

This internship will focus on coordinating outreach and relationship building with key Health Department programs that are working toward one of the

main goals of the PHIG grant, Public Health Accreditation.

Achieving Public Health Accreditation will increase the effectiveness and efficiency of Multnomah County's public health system infrastructure, which is critical to ensuring the health and well-being of our diverse communities.

We are seeking a Public Health Accreditation Intern to help build relationships, systems, and tools needed to achieve accreditation.

- Build relationships with internal stakeholders by meeting with program staff across the Health Department
- Build awareness of Public Health Accreditation by creating communication materials and presentations
- Collaborate with PHIG Project Managers to conduct stakeholder interviews and analysis if needed
- Track outcomes and next steps from meetings
- Assist with administrative tasks and resource collection related to accreditation programming

Learning Outcomes:

The intern will have the opportunity to engage in the public health accreditation process as well as be instrumental in the development of an Academic Health Department partnership; network and partner with employees across the Health Department; receive training; and apply relevant concepts and skills from their coursework. The internship will be under the direction of the PHIG Program and will work closely with our PHIG Project Managers, PHIG evaluator, and PHIG Workforce Development Manager during their summer outreach.

Learning outcomes include:

- Gain valuable experience in project planning and execution
- Gain valuable applied experience and make connections in professional fields you are considering for career paths

- Network and partner with employees across the Health Department
- Connect to key staff who can help deepen your understanding of public health

Minimum Qualifications and Education :

- Ability to both follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups
- Excellent written and verbal communication skills
- Candidates should have completed within one year or enrolled in a college/university academic institution.
- 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](#))

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 fill out and submit an application for this position located on this [website](#). The deadline for submitting an online application is April 15th, 9:00 am PST, 2025.