

JOHS - Advisory Committee Community Engagement Internship

College to County Intern 2024 - Joint Office Of Homeless Services

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - Starting in June - 12 weeks

Hours: 20 - 40 hours a week

Telework: Fully Remote

Building Physical Location:

Gladys McCoy Building 619 NW 6th Avenue, Portland, OR 97209

What is JOHS?

The Joint Office of Homeless Services was established in 2016 to oversee the delivery of services to people experiencing homelessness in Multnomah County. The office represents a shared commitment between Multnomah County and the City of Portland to end homelessness and more effectively address the needs of people experiencing homelessness.

The Joint Office of Homeless Services(JOHS), among other things, administers contracts for services, conducts homeless street counts and one-night shelter counts, manages systems of care, oversees system reporting and evaluation, and writes proposals to and monitor funds issued by the U.S. Department of Housing and Urban Development's Continuum of Care program.

The Joint Office of Homeless Services leads with racial equity in all organizational processes, procedures, and structural functions. We believe that racism is a primary driver of homelessness, and that any effective measure to end homelessness must also work to eliminate racial disparities in homelessness and homeless services.

[Link to website](#)

Internship Description & Responsibilities:

We are seeking an intern who is passionate about racial justice and ending homelessness for a temporary position as an Advisory Committee Community

Engagement intern. This internship will be located within the JOHS Planning and Evaluation team under the direct supervision of a program specialist and program technician. This position will support the Advisory Committees with JOHS staff to serve our community based partners. Through this internship, you will learn how to implement racial equity into complex systems and have the opportunity to use your expertise to support our community's efforts to end homelessness while leading with race. Responsibilities include:

- Generate a recommendation document and presentation at the culmination of the internship for presentation to JOHS staff
- Create a google doc with liaison to track projects and daily tasks
- Join different JOHS [advisory committee meetings](#)
- Assist with stipend, facilitations, creating presentations and visuals
- Meet with the liaison weekly to discuss goals, tasks, questions, concerns and feedback etc
- Engage in informational interviews based on interns interests
- Engage in workday learning, and training opportunities
- On occasion, support committee co-chairs with agenda setting, presentations, discussion management
- Contribute to the creative process and idea generation
- Support the facilitation of trainings and workshops for JOHS staff and community based partners
- Participate in JOHS Evaluation and Planning team meetings
- Attend and participate in JOHS all-staff meetings, trainings/workshops
- Support advisory committees members with special projects, time-limited workgroups

Learning Outcomes:

The Planning & Evaluation Team provide direct support to community advisory structures, as well as ensuring alignment across CoC. We design and refine research and evaluation of the JOHS services to ensure we are measuring the results of our work with an eye to improvement. In addition we help JOHS utilize quantitative and qualitative data more effectively. As an intern you will learn about

- Learn about the formation of County advisory committees
- Learn about what the JOHS advisory committees do



- Learn about tasks that support our advisory members
- Learn about stipend, facilitations and meeting preparation
- Learn about administrative support

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- An ability to incorporate a racial equity lens into all internship functions and considerations
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Strong written communication skills.
- Strong presentation and verbal communication skills in active listening, speaking and storytelling. Willing to ask questions.
- Strong interpersonal skills and the ability to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.

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 through the form also located on this [website](#). The deadline for submitting an online application is March 25th, 2024.