

JOHS - Social Media/Communications Internship

College to County Intern 2024 - Joint Office of Homeless Services

Pay Rate: \$23 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *Fully remote*

Building Physical Location: 721 SW Oak Street, Suite 100

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

What Does the Joint Office Communications Team Do?

The Joint Office oversees 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 make it easier for those in need to access services and housing.

The Communications Team at the Joint Office is responsible for updating the website, developing social media, video, audio and print content, and helping with visuals like reports and presentations.

Link to the Joint Office [Website](#)

Internship Description & Responsibilities:

- *Produce social media content including text, photos, graphics and video content - Instagram, Facebook, Twitter*
- *Research handles and pages of providers and other local groups - update lists*
- *Support with all other graphic design-related tasks.*



- *Learn about and help to implement a social media campaign using targeted messaging and metrics*
- *Website updates: internal and external*

Learning Outcomes:

- *Learn about how social media can be effectively used by organizations and agencies*
- *Quantify metrics and outcomes of social media campaigns*
- *Learn photo, audio and video editing skills*
- *Learn about the issue of homelessness in the Portland area, and what the Joint Office is doing to make an impact*

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Ability to work with a team, and help implement strategies and plans
- Experience with social media (preferably professional experience) - including Instagram, Facebook, Twitter and Youtube
- Experience with Photoshop, Canva, Premiere or other graphic design and editing tools (preferred, but not required)
- Willingness to learn new tools and software for social media
- Ideally, the candidate should have experience with graphic design and/or video production in a professional capacity
- 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.



COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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 April 2, 2023.