

## Library Community Engagement Internship

### College to County Intern 2024 - Multnomah County Library

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2024 - Starting in June - 12 weeks

**Hours:** 30 - 40 hours a week

**Telework:** hybrid, mostly in person

**Building Physical Location:** Library Operations Center, 221 NE 122nd Ave, Portland

**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.*

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

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### **What Does Library Community Engagement (CE) Do?**

Library CE provides direct connections with our community through outreach and tabling events. We share library resources, sign up new patrons with library accounts and share (give away) books in communities where people may not have easy access to libraries.

Multnomah County Library collaborates with the National Book Foundation and the U.S. Dept of Housing and Urban Development (HUD) in a partnership called Book Rich Environments. MCL partners with HUD assisted housing communities to distribute free books to children and families living in those communities.

### **Internship Description & Responsibilities:**

*Purpose and goals of this position: to help the CE team establish and maintain relationships with Home Forward and other HUD assisted housing communities through proactive communication, setting up tabling events and outreach activities with partners to further the goals of Book Rich Environments.*

- Build relationships with partner contacts at Home Forward and HUD assisted housing communities
  - Communicate by email and phone with housing community representatives and resident coordinators and community literacy partners
  - Compile a contact list of housing community representatives and community literacy partners and their contact information
- With support, plan events and activities to distribute Book Rich Environments books to housing communities; these may include tabling events in various communities and coordinating staff involvement, or arranging for books to be delivered to communities
- Attend outreach tabling events and activities throughout the summer, in partnership with library staff and the summer reading program

### **Learning Outcomes:**

- Gain experience working within a county department and deepen your understanding of public service.
- Develop an understanding of how the county intersects and works with other community organizations.
- Build project management skills through coordinating events with partner organizations
- Engage in professional networking within and beyond the county.

### **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](#))
- Enjoy talking with people and providing information to community members. Be comfortable and enthusiastic working with the public.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Be flexible, cooperative, and able to adapt and thrive in a changing environment.
- Comfortable learning new technologies and working within existing systems.
- Ability to work and communicate effectively with people from different cultures.

### **About Multnomah County Library:**

Multnomah County Library transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We're a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a history that reaches back to 1864. Today, [the Central Library and 18 neighborhood libraries](#) that make up the library system house 700 computer search stations for the public and a collection of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services.



To read more about us, please visit our website at [www.multcolib.org](http://www.multcolib.org).

**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, 9am PST.