



Library Human Resources Honor diversity | Champion learning | Embrace change

North Portland Library Internship 2025

Pay Rate: \$24/hour

Job Type: Temporary College Intern

Seasonal temporary position: June through September

Work location: North Portland Library - 512 N Killingsworth St, Portland, OR 97217

Approximate schedule: 30-40 hrs (360 hours total) (Tuesday - Saturday)

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

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

Overview:

The North Portland Library is pleased to announce its first Summer Reading Program since its closure due to construction in 2022. This internship will also focus on activating our new addition, the Black Cultural Center (BCC), an event and community space for connection and a celebration of Blackness.

We seek an enthusiastic, organized intern to work on a series of projects centered around community engagement, project management, and equity work. The intern will work closely with the BCC staff to plan and implement programs and events, as well as develop equity, diversity, and inclusion (EDI) agreements and measurable goals.

The ideal candidate will have a strong interest in community engagement, project management, and equity work. The candidate should also be able to work independently and as part of a team, and have excellent communication and organizational skills.

Job Task Description:

- Collaborate in assessing and researching EDI efforts, achievements, and gaps within the BCC's programming and community engagement.
 - Present findings and recommendations to staff.
 - Work to tailor recommendations to the needs of the community and the constraints of the space.
- Coordinate summer reading youth volunteers in the library.

- Assist in data organization and testing our internal customer relationship management database.
- Assist in a variety of systemwide projects.

Learning Outcomes:

- Develop an understanding of how the library engages with and provides culturally-specific programming for the community.
- Build project management skills through coordinating events at a library location.
- Join team meetings and learn about various roles at a library location.
- Develop leadership and communication skills working with library volunteers.

The Ideal Candidate will:

- Find value in connecting with the community.
- Be patient and willing to be around children.
- Be passionate about equity, diversity, and inclusion.
- Be eager to learn.
- Have an intermediate understanding of spreadsheets.
- Have an inclination to be organized.
- Have excellent verbal and written communication skills.

Knowledge/Skills/Abilities Required:

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Experience or ability to communicate effectively about equity and systemic barriers.
- 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.

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.

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 **April 15, 2025, 9am PST**.