

Library - Research, Evaluation, and Technical Writing Internship

Job Requisition	R-19295 Library - Research, Evaluation, and Technical Writing Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting Description	No

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$16.30 - \$30.00 Hourly

Department:

Library Department

Job Type:

Intern

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

April 09, 2026

The Opportunity:

Library Research, Evaluation and Technical Writing Internship
College to County Intern 2026 - Multnomah County Library

Pay Rate: \$24/hour

Job Type: Temporary College Intern

Duration: June through September 2026

Approximate schedule: 8:00a-5p with flexibility, Monday-Thursday, 32 hours a week

Work location: hybrid with telework 2 days at Albina Library

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 Multnomah County Office of Project Management & Evaluation (OPME) is seeking an intern who can participate in two projects: content migration and qualitative research. We are seeking a detail-orientated, communication focused person to join our team for the 2026 summer.

Projects handled by this office are system-wide in scope, support or advance library strategic initiatives, and impact 600 library staff members and nearly 400,000 library cardholders. Projects require collaboration with other County work units and have budgets ranging in size up to approximately \$1 million. The position is situated in the Office of Project Management and Evaluation (OPME) within the Director's Office and reports to the OPME Manager with additional mentorship provided by OPME's Research & Evaluation Analyst.

Internship Description & Responsibilities:

- Technical writing (65%)
 - Translate technical library documents into revised content by using a user-centric template
 - Take diverse and complex materials to create concise, synthesized edited documents
 - Learn Multnomah County Library style guide and apply to written material
 - Provide strong editorial skill to make the complex feel simple
- Participate in the design and possible implementation of a qualitative evaluation (35%)
 - Learn about MCL culture and OPME's research and evaluation standards and philosophies
 - Collaborate with youth librarians and youth advisory teams to determine evaluation questions for a qualitative evaluation
 - Learn about, and apply, participatory research methodology
 - Support OPME staff in designing a youth evaluation project with valid methodologies resulting in an evaluation plan
- Overall
 - Seek approval on direction with OPME Manager and OPME's Research and Evaluation Analyst
 - Conduct presentations on work products to OPME team and others
 - Serve as a team member for OPME wide meetings, events and trainings
 - Participate in ways to support MCL's system wide initiative include strategic plan, equity-based prioritization, and ongoing efforts
 - Participate in other data, research and evaluation activities with OPME in a supporting role as needed

Learning Outcomes:

- Experience a highly productive, joyful, and value based team in the public sector
- Produce concrete writing examples illustrating technical writing and application to templates and style guides
- Gain experience with a qualitative evaluation design by learning methodologies, crafting evaluation questions, learning participatory design strategies, and developing plans and presentations.
- Collaborate with the library's system-wide team and gain exposure to our organizational and prioritization processes that are centered on racial equity.
- Join team and work unit meetings and learn about county jobs including Data Analysts, Research & Evaluation Analysts, Project Managers, and more.

The Ideal Candidate will:

- Have the ability to work independently as well as the ability to collaborate within a team environment.
- 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.
- Have strong editorial skills for non technical audiences.
- Capable of managing a high volume of documents while maintaining a high standard of quality.

Knowledge/Skills/Abilities Required:

- Skilled at technical writing and content transformation for non technical audiences

- Some education or experience about evaluation or qualitative methods
- 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.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

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.

Questions?

Recruiter:

Yulee Kim-Whetstone

Email:

yulee.kimwhetstone@multco.us

Phone:

+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to

change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

8007 - College Intern

Worker Sub-Type	Intern
Location	Albina Library
Time Type	Full time
Locations	
Supervisory Organization	Library Project Management & Evaluation (Elizabeth O'Neill)