



Library Human Resources Honor diversity | Champion learning | Embrace change

**Library Research & Evaluation Internship
College to County Intern 2024 - Multnomah County Library**

Pay Rate: \$24/hour

Job Type: Temporary College Intern

Duration: June through September 2024

Approximate schedule: 8:30a-5p, Monday-Thursday, 32 hours a week

Work location: hybrid with telework 2 days and Library Administration Location (or other Library building) 2 days

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) will be designing a large effort to conduct a community needs assessment. The purpose of this effort will be to collect feedback on what the library does and solicit ideas on what else we should do from a patron and future patron perspective. The scope of this project is for a research and evaluation analyst intern to research models, work with OPME staff to identify existing data, develop needs assessment options for review by library leadership, and create a data collection plan for original data collection. This person will work as an integral part of the OPME team and become familiar with our prioritization processes and racial equity-based work.

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 (e.g. IT, Facilities, Procurement and Contracting) and have budgets ranging in size up to approximately \$1 million. The position is situated in the Office of Project Management and Evaluation (OPME) and reports to the OPME Manager.

Internship Description & Responsibilities:

- Research community needs assessment models that have effective outcomes
- Learn about MCL culture and data relevant for needs assessment
- Learn about, and apply, participatory methodology to project ideas
- Summarize learning into different options for how MCL could conduct a future needs assessment
- Seek approval on direction with OPME Manager and Research and Evaluation Analyst 2

- Create a how-to guide for the approved model
- Conduct presentations 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 as a supporting role as needed

Learning Outcomes:

- Gain experience researching community needs assessments and engagement models, learning participatory design strategies, developing plans, reports, and presentations, and creating an actionable framework for the library to use.
- Collaborate with a 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 Analyst Sr., 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.
- Be comfortable and enthusiastic creating valid methodology for collecting and interpreting community needs data.
- Ability to condense technical social science material into accessible translation summaries and guides
- Be comfortable with and excited about public sector evaluation strategies and anti-racist methodologies.

Knowledge/Skills/Abilities Required:

- Comfortable and excited about synthesizing community based research.
- Ability to condense technical information into an actionable plan for all audiences.
- Ability to work and talk effectively with people from different cultures.
- Ability to communicate effectively with others.

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 March 25, 2024, 9am PST.