



Equity & Inclusion Communications Intern

College to County 2024 - Office of Diversity and Equity

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

Location: 501 SE Hawthorne, Portland OR 97214

Does This Position Require Driving a County Vehicle? No

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

What Does the Office of Diversity and Equity Do?

The Office of Diversity and Equity (ODE) is a team of subject matter experts focusing on Multnomah County employees and residents affected by systemic racism, other identity based oppression and the impacts of both. ODE provides countywide leadership, consultation and advice while modeling best practices for equity analysis and development.

ODE works across the organization, providing leadership, initiatives, piloting best practices, consulting, coordinating and collaborating to advance equity. Core to the work of ODE is a commitment to Inclusively Lead with Race and modeling intersectional approaches that recognize how multiple and compounding forms of marginalization impact communities, employee experience and wellbeing.

ODE advances this work by providing countywide leadership as a multiracial, multi-identity, and diverse team of experts who are available to provide guidance and counsel across the organization, modeling best practices to inform and influence change.

Internship Description & Responsibilities:

- Assist with various operational initiatives, projects and/or events that are supported by the Office of Diversity and Equity.
- Provide administrative support, such as:
 - Working with staff to establish ODE's Google Shared Drive - movement of specific documents and placing documents in designated folders - in addition to making recommendations on best practices to maintain the system
 - Develop a template for ODE's Newsletter using up to two (2) mediums allowing for a back up plan in case one is inoperable
- Create a project from start to finish to review ODE's Commons (staff intranet) to

better reflect information and resources.



Learning Outcomes:

- Coordinating a project or projects that will be mutually beneficial for you and Multnomah County.
- Connecting you to key staff who can help deepen your understanding of public service.
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.

Education and Minimum Qualifications:

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#)) ● Ability to communicate to team members and our internal partners via phone, email, or in person
- Ability to follow directions, work both independently and as a team.
- Online research experience and report writing.
- Experience working with databases and spreadsheets.
- Knowledge of basic computer and software applications such as word processing, email, and spreadsheets.
- Successful applicants must be able to work independently on projects and understand and carry out oral and written instructions.

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**.