

Community Engagement Internship

College to County Intern 2025 - Office of Community Involvement

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Pay Rate: \$24.00 per hour
Job Type: Temporary College Intern
Duration: Summer 2025 - 12 weeks - Starting in June
Hours: 30-40 hours a week (360 hours total) Monday through Friday, with occasional evenings and weekends
Location: Hybrid remote/in-person position. County-issued technology will be provided for use during the internship. In-person meetings will be held at OCI's office at the Multnomah Building, 501 SE Hawthorne Blvd., Portland.

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

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

What Does the Office of Community Involvement Do?

OCI was established in 1984 to support County-wide engagement through a multifaceted approach. OCI collaborates with departments and staff to strengthen program-based engagement. We advise on engagement policies and procedures and develop engagement trainings and resources for county staff and community members. We serve as a community portal to departmental engagement opportunities and directly support civic advisory committees to amplify public feedback in County engagement and budget resource allocation. OCI oversees and supports the [Community Involvement Committee \(CIC\)](#) and [Community Budget Advisory Committees \(CBACs\)](#). Through the county's advisory bodies, community members are able to share feedback and provide recommendations for the improvement of services and programs.

Internship Description & Responsibilities:

The purpose of this role is to support recruitment and civic participation of community members in leadership opportunities at Multnomah County. OCI believes that our programs and services are best when we involve community input in the planning and design process. This internship will add new energy and focus to enlisting and engaging community members by meeting them where they are and inviting them to get involved and work with others.

- Work with OCI to make short educational videos about how the County and County budget works

- Create and update multi-media outreach materials
- Conduct outreach at County events
- Data entry (participant data in volunteer management system)
- Support volunteer onboarding to new County leadership roles
- Help coordinate the Annual Volunteer Recognition Event
- Conduct research on County engagement efforts

Learning Outcomes:

- Community engagement: inclusive outreach strategies and activities, educational planning, leadership development
- Communication: (Oral) interpersonal, professional presentations with community members and county staff. (Written) Copy and content, press releases, reports, and social media posts for community members and staff.
- Strategic Marketing: develop outreach and educational materials for a diverse audience with the use of thematic structures, color, language, and design for accessible and engaging messages that encourage and inform.
- Project Administration: organization, time management, navigating government structures, systems, and basic government functionality.

Education and Minimum Qualifications:

- Meet the [eligibility criteria of the College2County program](#)
- Desire to learn the “nuts and bolts” of community engagement
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Experience with the general public, dialog, working with people of diverse backgrounds
- Comfortable asking questions and seeking information
- Strong written communication skills, writing for all audiences with simplicity and clarity
- Working knowledge of Google applications (Docs, Drive, Adobe, Forms, etc.)
- Organized and detail-oriented, able to problem solve and prioritize

Preferred skills & experience:

- Experience with outreach and engagement to/with culturally specific populations and with communities who speak English as a second language
- Experience applying a racial equity lens to research, projects, and/or policy analysis
- Strong interpersonal and culturally responsive communication skills, informed by lived experiences and customer service best practices

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 opportunities 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 15th, 2025.