



Office of Community Involvement



Office of Community Involvement Partnerships & Communications Internship College to County Mentorship Program

Pay Rate: \$24.00 per hour

Job Type: Temporary College Intern

Duration: Summer 2024 - 12 weeks

Hours: 40 hours a week, Monday through Friday, with occasional evenings and weekends

Location: Telework. County-issued technology will be provided for use during the internship. Occasional in-person meetings 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 Office of Community Involvement Do?

There are three staff members in the department; the Director, and two program coordinators. OCI staffs the [Community Involvement Committee \(CIC\)](#), a committee composed of 15 volunteers that seeks to ensure community involvement in county decision-making. We also support the county's [Budget Advisory Committees](#), which review and make recommendations on departmental budgets and operations. Together we work to convene best practice (internal work) groups on volunteers and community engagement to provide the policy, documents and training on the best practices for public involvement and community engagement across all county departments.

Internship Description & Responsibilities:

The purpose of this internship is to jump start the outreach to, recruitment of community members into the public involvement opportunities at Multnomah County. There is a high level of interest in increased public involvement on the part of the commission, this internship will add new energy and focus to enlisting and engaging community members by meeting them where they are and inviting them in with radical welcome. The goals of the internship include: both written and creative content for internal and external web applications and outreach materials as well as a directory of community organizations and associations who are interested in being future partners for involvement in the civic dialog at Multnomah County.

-
- Developing, planning and implementing a community outreach and engagement plan of “Radical Welcome”
 - Managing, organizing and maintaining the supplies needed for outreach at community events.
 - Delivery of specific outreach efforts. (with OCI staff)
 - Developing, designing and creating web and collateral materials content.
 - Meeting with, talking to and documenting community groups and organizations.

Learning Outcomes:

- Communications: (Oral) interpersonal, professional presentations. (Written) Copy and content, press releases, white papers and /or articles for distribution.
- Graphic arts: use of composition principles, graphics, color, layout, and still and video photography to enliven and enhance communications.
- Marketing; use of thematic structures, color, language and design for persuasive and engaging messages that encourage and inform.
- Administration: organization, time management, navigating government structures, systems and basic government functionality.

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to write and present information clearly and concisely for understanding.
- Experience with the general public, dialog, negotiation and/or working with people for a positive outcome.
- Knowledge of problem identification and logistics as the foundation for innovative thinking and creative problem solving.

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.
