Office of Community Involvement
Research & Communications Intern
College to County Mentorship Program

Pay Rate: $20.00 per hour

Job Type: Temporary College Intern

Duration: Summer 2022 - 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.

About the Office of Community Involvement

The Office of Community Involvement (OCI) was created by voters in Multnomah County in 1984. It is charged with developing and maintaining community involvement programs and procedures to facilitate direct communication between the community and the Board of County Commissioners. 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, and convene the Charter Review Committee every six years. OCI also connects community members with opportunities to serve on advisory boards and committees countywide, with a focus on elevating the voices of communities historically underrepresented in government decision-making. We are committed to helping inform and involve communities in the processes that shape county policies, budgets, and programs.

Internship Description:

As the Research & Communications Intern, you will help the Office of Community Involvement research and develop metrics for measuring and tracking Multnomah County's community engagement efforts and their impacts. You also will draft content for our website and social media channels to help our office communicate more effectively with the community about our work and opportunities to be involved. You will work closely with staff to support communications across our programs, developing content that expands the community's understanding of Multnomah County through storytelling and engaging materials. This internship provides an opportunity to learn about local government and community engagement, and hone skills in research and communications.

Internship duties will include:

- Conduct research on how Multnomah County departments and other jurisdictions measure community engagement efforts and impacts
- Analyze research and develop recommendations for community engagement metrics that could be utilized across Multnomah County departments and offices
- Design a template annual report that summarizes the county's community engagement work using clear and engaging content
- Develop web, e-newsletter and social media content that highlights the work of Office of Community Involvement staff and volunteers, as well as program outcomes
- Collaborate with staff to explore new communications mediums, such as video content, graphics and new communications channels
- Create content around areas of public interest in the County's work, such as volunteer opportunities, the budget process and policy-making, drafting materials that simplify complex topics
- Attend staff meetings and trainings
- Other projects as they arise

Desired skills & experience:

- Ability to communicate professionally and interpersonally with County employees, volunteers and government partners, and to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Strong written communication skills, with the ability to communicate complex concepts in a simple manner and communicate effectively based on audience needs
- Strong verbal communication skills in active listening, speaking and storytelling. Willing to ask questions.
- Experience with social media platforms
- Strong research, outreach and interviewing skills and ability to research current and best promising practices
- Analytical skills, including the ability to determine trustworthy sources of information.
- Ability to develop and use evaluation metrics
- Ability to honor research ethics and standards of confidentiality regarding County projects and data
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Experience with managing a project from start to finish.
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Ability to manage one's own time to accomplish tasks to meet expectations

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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 in the box below. Clearly explain how those skills and/or qualifications 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.

Application Instructions:
Please fill out and submit an application for this position on the [website](#). The deadline for submitting an online application is April 3rd, 2022.