



Program Support Internship

College to County Intern 2022 - Department of County Human Services

Pay Rate: \$20 per hour

Job Type: Temporary College Intern - OA2

Duration: Summer 2022

Hours: 40 hours a week

Telework: *Hybrid*

Physical Location: Five Oak Building, 209 SW 4th Ave, Portland, OR
97204

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:N/A

What Does DCHS/ADVSD Do?

Aging, Disability, and Veterans Services Division (ADVSD) is the designated Area Agency on Aging (AAA) for Multnomah County. ADVSD Community Services is responsible for planning, leadership, advocacy, coordination, and delivery of OAA and other community based care services for older Americans, people with disabilities and veterans living in Multnomah County. The ADVSD philosophy is that policies, programs, and services are established in response to the needs and expectations of participants; and to ensure an outcome of quality service for these individuals and their families.

Internship Description:

This internship will assist by providing technical and administrative support for a variety of ADVSD Community Services programs. This internship will learn about the programs that support older adults and veterans in our community by



updating and developing resources and web materials for the public. This position will also support the program with data entry and reporting and administrative tasks as needed.

Responsibilities include:

- Organizing community outreach materials with outreach team working outreach events - some may include weekend and late evening shifts Pride Festival, Slavic Festival, Jade Night Market...etc.
- Stay current with changing resources, State and County guidance, policies and regulations concerning the COVID-19 pandemic and other emergency response efforts. Participate in meetings and training exercises related to emergency response efforts.
- Assist in the completion of an assessment of Community Services programming. Includes creating surveys and conducting interviews.
- *Assist in the development, design, and maintenance of websites, social media, databases, and software programs; upload documents and files to websites.*
- *Collect, enter, and maintain client information in a variety of databases and software.*
- *Perform administrative and clerical tasks, archiving, update shared files and folders, maintaining accurate forms, other duties as assigned.*
- *Establishes, revises and recommends administrative, office and general procedures, systems and workflow processes, and reports on existing methods and recommends improvements.*

Education and Experience Qualifications:

- *Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.*



- *Effective writing and communication skills.*
- *Strong interpersonal skills and the ability to connect and communicate with diverse audiences.*
- *Experience in graphic design, video editing, and web design preferred.*
- *Familiarity with MS Windows, PC environment*
- *Familiarity with MS Word, Excel*
- *Familiarity with Google Products*
- *Good organizational and time management skills.*
- *Detail oriented.*
- *Respect for and ability to work with diverse individuals*

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.

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 3, 2022.