

**Office of Diversity & Equity
College to County Mentorship Program**

SEASONAL TEMP POSITION: June through September

SALARY: \$15.00/hr. (20-40 hours per week, Monday-Friday)

LOCATION: Multnomah Building: 501 SE Hawthorne Blvd., Suite 250, Portland, OR 97214

Description

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Communications staff, supporting the work of internal and external communications within the department.

Job Task Description:

This internship position will provide a wide variety of technical and paraprofessional duties and opportunities to:

- Further development of your existing skills in video production and editing
- Develop project management and collaboration skills
- Gain exposure working in the government sector, specifically community corrections
- Create communication strategies, analysis, and development

Major Areas of Responsibility

- Creating engaging, short, dynamic videos that lend themselves to internal marketing/communications campaigns.
- Contributing to the creative process and idea generation
- Story boarding and content design, including creating templates for future video content
- Creating, editing, and sharing communication content internally

Knowledge/Skills/Abilities Required:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individual able to relate to a variety of persons.
- Excellent writing, editing, and research skills, and ability to frame and draft cogent messages;
- Access to a secure and fast internet connection for remote work.
- Experience in filming, editing and producing educational and promotional videos to a high standard
- Pursuing and undergraduate or graduate degree in advertising, journalism, communications, marketing or other related field,
- Must be a self-directed with ability to set timelines and meet goals.
- Experience in graphic design and basic HTML.
- Experience using iMovie, Finale and/or Adobe Premier

- Demonstrated experience using video sharing tools and applications such as Vimeo or YouTube
- Proficiency in Mac and Windows environments and Google applications

The selected student must be able to successfully pass a background investigation.

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.

Application Instructions:

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.