



Department of County Management
Division of Assessment, Recording & Taxation

ODE College to County Internship Program

SEASONAL INTERNSHIP: June through September 2019

SALARY: \$18 - \$25 per hour (30-40 hours per week, Monday-Friday)

LOCATION: Multnomah Building (501 SE Hawthorne Blvd., Portland, OR 97214)

“The primary role of DART staff members is to be friendly, respectful, resourceful and willing, in order to create an environment of safety, trust and belonging for all.”

DART Workforce Equity Internship Opportunity

What is this Internship Project all about?:

Multnomah County recently adopted the Workforce Equity Strategic Plan, a plan designed to help create a workplace where everyone can reach their full potential. The plan aims to reach all employees, especially those who have been historically marginalized.

The Division of Assessment, Recording and Taxation (DART) is seeking qualified candidates for a temporary position to assist our Change Management Analyst with a variety of projects related to Workforce Equity and Employee Engagement. Projects may include helping to create a documented new employee/onboarding training curriculum for all new DART employees and helping establish the Welcome Wagon committee that will engage new employees as they begin their employment in DART.

What tasks will I be assigned?:

- Compile and create training materials for new employee/onboarding curriculum.
- Assist in preparing spreadsheets, general letters and other written material.
- Prepare presentations using various software programs, including PowerPoint and Google Slides.
- Attend and participate in staff meetings and trainings/workshops.
- Attend Division and Department planning meetings relating to Workforce Equity.

Knowledge/Skills/Abilities Required:

- Working knowledge of Business Math and Business English, including grammar, spelling, punctuation and word usage.
- Ability to receive and understand verbal and written directions.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to learn office methods, practices and procedures.

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 form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>
The deadline for submitting online application is March 31, 2019.