

**College to County Mentorship Program
Department of Community Justice Communications Intern****JOB TITLE:** Communications Intern**SEASONAL TEMP POSITION:** June through September**SALARY:** \$15.00/hr. (30-40 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. Learning and project opportunities in the following areas; strategic planning, web development and maintenance, change management, internal communication strategies and event planning

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 content 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

- Contributing to the creative process and idea generation
- Story boarding and content design, including creating templates for print and web 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;
- Creative self-starter who enjoys a collaborative work environment
- Access to a secure and fast internet connection for remote work.
- 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 (app or desktop) 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 form also located at this [website](#). The deadline for submitting online application is March 31, 2019.