

College to County Mentorship Program

Job Title: Public Administration Intern

Division: Director's Office

Seasonal Temporary Position: 12 weeks

Salary: \$23.02/hr. (40 hours per week, Monday - Friday)

Location: Multnomah County Yeon Annex, 1600 SE 190th Avenue, Portland OR 97233 and at locations throughout Multnomah County.

The Multnomah County Department of Community Services (DCS) delivers essential services to Multnomah County residents through its Animal Services, Elections, Land Use, and Transportation divisions. The DCS Director's Office provides leadership for these four divisions and creates consistency and cohesion in our stated mission to preserve harmony between natural and built environments, keeps people and pets safe, and ensures every voice is heard. Director's Office services include human resources, finance, administration, communications, and leadership around department-wide work on equity and inclusion, safety, emergency-preparedness, and customer service. To learn more about DCS, please visit our website at <https://multco.us/dcs>.

We are looking for a well-organized critical thinker who is excited to work within the Director's Office. This position will support Director's Office staff in important human resources, finance, administration, communications, and research projects, and they will have the opportunity to job shadow department leaders including the Director and Deputy Director. This position will give you the opportunity to learn about public administration and use your strategic and analytical thinking skills to support DCS.

This position will have an emphasis in the following duties:

- Participate in the development of department-wide communications such as newsletter articles and email messages
- Support work to ensure that job descriptions for all DCS roles are accurate and up-to-date
- Work with DCS leadership and an external consultant to establish the department's equity and inclusion work group
- Conduct research on industry standards and best practices and/or summarize research findings as they relate to the department's services
- Assist with planning for staff events
- Conduct research on policies and procedures for staff use of County technologies and other resources

- Shadow department leaders and other Director's Office staff, including attending meetings and other events

Education and Experience:

We are looking for a candidate who has the following knowledge, skills, and abilities:

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Strong written communication skills.
- Strong verbal communication skills, both listening and speaking. Willing to ask questions.
- Analytical skills, including the ability to determine trustworthy sources of information.
- Ability to communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Good self-management and organizational skills. Must be able to meet deadlines and arrive to work and events on time.
- Interest in learning more about public administration.
- Desire to take an equity focused approach to creating an environment of safety, trust, and belonging for staff and community members from diverse backgrounds. Will have the opportunity to learn about equity and inclusion in public service work.
- Experience conducting survey research, including designing and analyzing surveys.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.
- Two or more years of college experience at the start of internship.

Your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the DCS Director's Office.

Veteran's Preference: Under Oregon Law, qualifying veterans may apply for veteran's preference for this recruitment. Review our veteran's preference website for details about eligibility and how to apply.

For veterans qualified for Veteran's 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 located at the [website](#). The deadline for submitting online application is March 31, 2019.