



Department of Community Services

Director's Office • 1600 SE 190th Avenue, Portland Oregon 97233 • Phone: (503) 988-5000 • Fax: (503) 988-3048

Job Title: Program Technician (intern)

Division: Elections

of Positions: 1.0 FTE

Seasonal Temporary Position: 12 weeks, June through August

Salary: \$19.15 hr. (40 hours per week, generally Monday - Friday with occasional evenings and Saturdays for events)

Location: Multnomah County Elections, 1040 SE Morrison Street, Portland OR 97214 and at event locations throughout Multnomah County.

Multnomah County Department of Community Services delivers a number of essential services throughout Multnomah County. The divisions delivering these services include Animal Services, Elections, Land Use and Transportation Planning, Bridge Services, Road Services and Business Services. Our stated mission is that the Department of Community Services preserves harmony between natural and built environments, keeps people and pets safe, and ensures every voice is heard.

The Elections Division conducts all elections within the County and registers voters, ensuring transparency, accountability, and compliance with federal, state and local laws. As Oregon's largest county, Multnomah County Elections conducts elections for more than 20% of the state's registered voters. To learn more about Multnomah County Elections, please visit our website at www.mcelections.org.

We are looking for a team player who is excited to work as part of the Elections Division. This position will directly support the Voter Education and Outreach Program (multco.us/education-and-outreach) under the supervision and direction of the program specialist assisting in voter education activities, outreach events, data collection, and research. The successful candidate will also have the opportunity to experience a wide range of elections processes.

This position will have an emphasis in the following duties:

- Work as part of the Elections Division team, and under the direction and guidance of the Voter Education and Outreach Program Specialist to develop, plan, organize, attend, present and evaluate outreach events and voter education programs across the county for diverse audiences.

- Work under the direction of the program specialist to perform designated research and data collection regarding county demographics and voter and resident experience in Multnomah County.
- Work under the direction of the program specialist to conduct community leader and organizational staff meetings.
- Attend community meetings and organizational events.
- Have the opportunity to write small informative pieces for specific audiences on social media and other diverse media platforms.
- Assist the Communications team.
- Assist with research to guide future work of the Voter Education and Outreach Program.
- As part of this experience, the Program Technician will gain knowledge in many aspects of elections processes both directly related to community outreach and also to elections operations overall.

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.
- Communication skills, both listening and speaking. Ability to communicate clearly in both oral and written formats. Willing to ask questions.
- Good self-management and organizational skills. Must be able to meet deadlines and arrive to work and events on time.
- Interested in doing presentations, holding workshops, and tabling events. Comfortable speaking in public.
- Interested in learning more about elections, voting, and civic engagement. Desire to engage with underrepresented communities to increase voter participation and civic involvement.
- Desire to take an equity focused approach to remove barriers to voter access and ensure every voice has the opportunity to be heard. Will have the opportunity to learn about equity and inclusion in public service work.
- Desire to learn more about and interact in cultures and communities unlike their own.
- Working knowledge of Google applications (Docs, Drive, Slides, etc.).

Your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the Voter Education and Outreach Program in Elections.

The following are Preferred:

- Multilingual in English and at least one other language including but not limited to Chinese, Russian, Spanish, Vietnamese and Somali.
- Two or more years of college experience at the start of internship.

- Familiarity and general knowledge of Multnomah County geography and the diverse communities that live here.

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.