

College to County Mentorship Program

Job Title: Community Engagement Intern

Temporary position: June through September

Salary: \$15.00/hour (Mon-Fri 30-40 hours/week)

Work location: Multnomah Building: 501 SE Hawthorne Blvd. Portland, OR 97214

About Our Office: Commissioner Susheela Jayapal is a newly elected commissioner who represents District 2, which spans north and northeast portland from St. Johns to I-5 to I-84 and ending at Wilkes neighborhood. Our office has a focus on housing, public safety, education and creating a sustainable workforce for all.

Overview: The College to County intern will both support our front desk operations and help to improve our citizen engagement work. The job includes 10-15 hours managing the front desk with the remaining hours focussed on policy and engagement efforts.

Responsibilities:

- Assist constituents from District 2 with their concerns and questions, gather information
- about the district, and solve problems
- Assist with day to day office tasks including: greeting visitors, filing and printing needs,
- uploading meeting documents, and answering phones and emails
- Research county issues and policies that intersect with District 2 committees and
- Priorities
- Create issue briefs and summaries on county programs and events
- Attend county board and committee meetings
- Other projects and tasks as assigned

Ideal skill set:

- Customer service skills and a passion for helping others
- Ability to work with people from diverse backgrounds and different views in a
- professional manner
- Able to assist people with high stress and guide them through the system to meet their
- Needs
- Motivated self starter who also enjoys working with a dynamic team
- Strong ability to stay present and open when listening to issues that are emotionally
- charged and sometimes hard to hear
- Interest in research and finding information to assist in moving policy forward
- Strong communication skills electronically and in person
- Basic knowledge for using computer, printer, phone systems
- Ability to multitask and jump from one project to another within minutes

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 also located at this [website](#). The deadline for submitting online application is March 31, 2019.