

Job Title: Program Technician (intern)

Seasonal Temporary Position: June through September

Salary: \$18.96 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 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 someone who is excited to work with Elections Division. This position will directly support the Voter Education and Outreach Program assisting the program specialist 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. The internship will occur during one of our most active times, between the May primary election and November general election in 2016.

This position will have an emphasis in the following duties:

- Work with the Elections Division team, in particular 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 a wide range of diverse audiences.
- Work with the program specialist to perform designated research and data collection regarding county demographics and voter and resident experience in Multnomah County.
- Work with the program specialist to conduct community leader and organizational staff interviews. Attend community meetings and organizational events.
- Write small informative pieces for specific audiences on social media and other diverse media platforms. Assist the Communications team.
- Assist with research and drafting of the Voter Education and Outreach Plan for FY17.
- As part of this experience, the intern will gain experience in many aspects of elections processes both directly related to community outreach and elections operations overall.

Education and Experience:

We are looking for someone 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 and civic engagement. Desire to engage with underrepresented communities to increase voter participation and civic involvement.
- Desire to learn more about and interact in cultures and communities unlike their own.
- Working knowledge of Google applications (Docs, Drive, Slides, etc.) or Microsoft (Word, PowerPoint, etc.).
- An application must be submitted along with a current resume and a one page cover letter telling us why you are applying for this particular internship supporting the Voter Education and Outreach Program in Elections. Your cover letter will both demonstrate your writing skills and tell us what you are hoping to learn from this experience.

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, preferably in related field.
- Familiarity and general knowledge of Multnomah County geography and the communities that live here.
- Experience writing for social media on diverse platforms.

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 12:00 AM on March 21, 2016.