



Health Department

College to County Mentorship Program Equity & Inclusion Timeline Intern

SEASONAL TEMPORARY POSITION: June through September

SALARY: \$18.00/hour (40 hours per week, Monday-Friday)

LOCATION: 619 NW 6th Avenue, Portland, OR 97209 (Gladys McCoy Building)

Health Department Office of Equity and Inclusion:

The Health Department Office of Equity & Inclusion provides leadership in advancing equity and inclusion through policy, practice and culture change. The office ensures organizational alignment, direction and support for department-wide equity efforts.

Position Description:

This College to County Mentorship Program participant will support the Office of Equity and Inclusion by researching the County Health Departments history of equity related work over the past 20 years. Participants will conduct interviews with current and retired staff, search through library catalogs and internal documentation to document the history of within the health department. The research and documentation will be used to produce a workshop and online database.

Knowledge/Skills/Abilities Required:

- Strong outreach and interviewing skills.
- Ability to communicate professionally and interpersonally with County Health Department employees.
- Ability to identify and articulate systemic barriers to workplace equity.
- Ability to work effectively across a wide spectrum of racial, ethnic, gender, age and sexual identities.
- Ability to use emotional intelligence when working with staff and practice active listening.
- Strong research skill and experience.
- Strong written communication skills. Story writing and copy editing.
- Ability to use Microsoft Office Suite products including Word, Excel and PowerPoint

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 on the [website](#). The deadline for submitting online application is March 31, 2019.