

MCSO Equity and Inclusion Intern

College to County Mentorship Program

SUMMER INTERN POSITION: Summer Term

SALARY: \$19.23/HR, approximately 30 hours per week

LOCATION: 501 SE Hawthorne Blvd. Suite 350 or via Teleworking

Agency solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as an Equity and Inclusion Intern under the direct Supervision of our Equity and Inclusion Manager. This position will support the work of the Equity and Inclusion Manager to provide equity-focused guidance, coaching, training and resources to approximately 800 members throughout the Corrections, Law Enforcement and Business Services Divisions.

[MCSO's 2020-2022 Strategic Plan](#) has committed the agency to work towards operationalizing the practice of equity applications, and seeks to move the agency towards operating with equity as a guiding value to establish a work environment that is centered on safety, trust and belonging.

Job Description:

This position will assist the MCSO Equity and Inclusion Manager with a variety of projects related to Workforce Equity and Engagement. This position will participate in internal staff Equity and Inclusion Committee meetings, as well as, developing strategies for moving the work forward within the goals of the agency's 2020-2022 Strategic Plan of embedding equity into all agency work.

Projects may include:

- Compile and create learning materials for the ongoing development of the Equity and Inclusion self-guided learning resource page for internal staff
- Design and facilitate a pilot training
- Research equity best practices

- Work collaboratively with Equity Committee members on equity strategies and efforts
- Prepare presentations using various software programs, including PowerPoint, Zoom and Outlook Teams
- Attend and participate in staff meetings and trainings/workshops
- Assist in preparing spreadsheets, general letters, and other written material

Knowledge/Skills/Abilities Required:

- Knowledge and understanding of equity, diversity and inclusion terminology and practical applications of tools and practices
- Project management and organizational skills
- Microsoft Office Suite including Outlook
- Ability to prepare written materials using various software tools
- Ability to communicate effectively with team members via video conferencing apps, phone, email or in person
- Ability to both follow directions and work independently. Strong time management skills
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to pass a criminal justice background investigation

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Supervisor: Rebecca Sanchez, Equity and Inclusion Manager

****Applicants must consent to a background check which includes a criminal history search, driving record review and fingerprint requirement.**