

Community Engagement and Communications Intern--Library Capital Bond Program

Pay Rate: \$20/hr

Job Type: Temporary College Intern

Duration: Summer 2022 Hours: 30 - 40 hours a week

Location: Virtual and Arcoa Building - Multnomah County Library Capital Bond Program (Hybrid)

1006 SE Grand
Suite 200
Portland, OR 97214

About the Multnomah County Library Capital Bond Program

Thanks to the support of Multnomah County voters, Multnomah County Library passed a bond measure in November 2020 to expand several libraries and build a new library in East County for the community. These projects include:

- Expansions and renovations to seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library.
- Building an East County Flagship Library.
- Adding gigabit speed internet to all libraries.
- Creating a materials handling and distribution center.

The bond team is made up of staff from Multnomah County Library as well as the Department of County Assets, and we're committed to accountability, equity and accessibility for all. You can learn more about [our commitment to these principles on our website](#).

Internship description

We are seeking an intern who is passionate about racial justice for a temporary, summer position as a Community Engagement and Communications Intern under the direct supervision of the Library Capital Bond Communications Manager. Through this internship, you will work across community engagement and communications to support the design of the bond projects.

Responsibilities of this internship include:

- Supporting the building of relationships with community partners and stakeholders.
- Assisting with outreach and promotion of community engagement events and activities.
- Writing copy, supporting events through photography, organizing event images and updating the internal and external websites.
- Centering racial equity and community perspectives in all work.
- Possibly assisting with staff engagement, change management and organizational learning.

Ideal skills and characteristics:

- Strong written, verbal and interpersonal communication skills.
- An ability to incorporate an equity lens into all internship functions and considerations.
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Strong presentation and verbal communication skills in active listening, speaking and storytelling. Willing to ask questions.
- Creative thinking, including looking at issues from a different perspective, identifying connections and developing new approaches to solving problems.
- Strong interpersonal skills and the ability to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs or images.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner while attending all necessary meetings.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.) as well as general content management systems.
- Ability to maintain confidentiality regarding County projects and data.

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.

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.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions: Please fill out and submit an application for this position through [the form also located on this website](#). The deadline for submitting an online application is **April 3rd, 2022**.