

## **College to County Program Intern Position Multnomah County Library Neighborhood Libraries Division**

**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$18.01 hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Lloyd Library Administration, 919 NE 19<sup>th</sup>, Portland, OR, 97232, and various Neighborhood Libraries locations.

### **Department solicitation and description:**

The library is seeking qualified candidates for a temporary position with the Neighborhood Libraries Division. Multnomah County Library transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We're a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a [history](#) that reaches back to 1864. Today, the [Central Library](#) and [18 neighborhood libraries](#) that make up the library system house 700 computer search stations for the public and a [collection](#) of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services.

To read more about us, please visit our website at [www.multcolib.org](http://www.multcolib.org).

### **Job Tasks:**

- Work with key groups within the Multnomah County Library system to identify the scope and key measures for individual branch community analyses.
- Work with Multnomah County Library leadership to identify the outcomes for individual branch community analyses.
- Work with the Neighborhood Libraries Assistant Director to create a project plan for the implementation of individual branch community analyses.
- As part of this experience, the intern will gain experience in multiple aspects of library operations.

## **Knowledge/Skills/Abilities Required:**

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Flexible, cooperative, and able to adapt and thrive in a changing environment.
- Comfortable speaking in public.
- Must be 18 years or older.
- Must be in a related degree program such as Community Development and Library Science, that reflects the position that they will be interning for and can provide class syllabus and professor contact information.
- An application must be submitted along with a current resume and 1-page cover letter telling us why you are applying for the internship and what you are hoping to learn from this experience.
- Applicant must have:
  - Experience communicating with diverse audience groups.
  - Experience gathering data such as census and school district information.
  - Computer Skills – basic knowledge of internet, MS Office, Google mail & documents
  - English proficiency; Written and oral

**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 through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>  
The deadline for submitting online application is March 20, 2015.