

Public Health Division

**JOB DESCRIPTION FOR 2017
ODE College to County Mentorship Program**

SEASONAL TEMP POSITION: June through September

SALARY: \$15.00 / hour (40 hours per week, Monday – Friday)

LOCATION: McCoy Building (426 SW Stark Street, 8th Floor; Portland, OR 97204)

Department Solicitation and Description:

Multnomah County Health Department is seeking a qualified college intern for a temporary position in the Public Health Division Director's office.

Job Task Description:

The position will provide complex administrative and clerical support to the Public Health Director. Tasks will include logistics for meeting and event planning, coordination and direct support, communications, word processing, logistics and other supplies, and coordination of special projects. The position will work with internal Multnomah County stakeholders and external community partners.

Knowledge / Skills / Abilities Required:

- Organizational skills
- Problem solver
- Scheduling
- Effective communication
- Self-motivation
- Competence in spelling / grammar
- Computer literacy, including Word, Excel and PowerPoint
- Google experience
- Strong listener
- Excellent interpersonal skills
- Multitasking
- High level of confidentiality
- Office communications, including telephone, scanner, copier, fax, computer
- Time management
- Flexibility on tasks

Special Requirements:

Experience in Public Health or related field is preferred. Project Management experience is preferred.

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 link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.