



Youth & Family Services Division Internship

College to County Intern 2022 - County Human Services, Youth & Family Services Division

Pay Rate: \$25 per hour

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 30 - 40 hours a week

Telework: *Hybrid*

Physical Location: 421 SW Oak St, 2nd Floor

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

What Does Youth & Family Services Do?

The Youth & Family Services (YFS) Division manages over 40 programs and initiatives that focus on two major impact areas: educational success and economic stability for families. Within those impact areas, we have five core system and policy areas that represent our work: Energy Services, Housing Stability, Education Supports, Early Childhood, and Domestic and Sexual Violence. The division manages programs funded by Federal, State, and local resources. These programs offer a wide range of interventions including access to SNAP benefits, domestic violence emergency response, kindergarten transition, housing stability assistance, participant supports, Assertive Engagement, sexual assault services, youth advocacy, after-school programming, home weatherization, and more.

Just over 64% of YFS funding is contracted out to partner agencies who work in the community, including a wide network of culturally specific organizations. Ensuring we provide quality support to the contractors and their direct service staff is a high priority for the Division. YFS actively partners with local jurisdictions, such as city governments, Home Forward, the Joint Office for Homeless Services, school districts, and other departments within the County.

Internship Description:

This College to County Mentorship Program participant will support communications and materials development for programs within the Youth and Family Services Division (YFS). These will be used to share with the public the work of the division. The ideal participant should have a strong passion for racial equity, excellent written communication and great interpersonal skills.

Responsibilities include:

- Create template for regular Division newsletter (internal and potentially external use), using Constant Contact.
- Work with all units of the division to generate programmatic highlights that share the story of YFS work; develop documents and/or one-pagers with highlights
- Develop and/or update templates and models for documents that can be used by all of YFS for communications and presentations.
- Explore ways the Division can more effectively share and use large documents with the public.
- Update YFS website; work with all Division teams to create content and update.

Education and Experience Qualifications:

- An ability to incorporate a racial 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.
- Experience in writing, graphic design, and potentially, web design preferred.
- Strong written communication skills.
- Strong interpersonal skills and the ability to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Ability to work effectively across a wide spectrum of racial, ethnic, gender, age and sexual identities.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- 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 3, 2022.