

# Policy College Internship

College to County Intern 2023 - Office of Chair Jessica Vega Pederson

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**Pay Rate:** \$24 per hour

**Job Type:** Policy College Intern

**Duration:** June - September 2023

**Hours:** 30 - 40 hours per week

**Telework:** *Hybrid*

**Location:** Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

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## About the Chair's Office:

The Chair is the Chief Executive and Personnel Officer of Multnomah County serving more than 800,000 residents and leading the organization's efforts to create a community where anyone who needs help can find it, everyone shares in opportunity and the most vulnerable among us are protected. The Chair oversees a \$3.3 billion budget and more than 6000 employees who work in the various County departments and non-departmental offices, always striving towards operating with equity as a guiding value to establish a work environment that is centered on [safety, trust, and belonging](#).

The Chair's Office also sets the County's strategic policy direction and priorities aimed at serving the community equitably and effectively. You can read more about the Chair's work as well as her policy advisors on her [County webpage](#).

## Position Description:

The C2C intern will be provided with a specific policy area in which they will conduct research alongside policy advisors and other members of the Chair's staff. The exact area of research will be developed together with the intern and staff, but will focus on one or more of the following areas:

- Housing and homelessness
- Issues related to public safety and community justice
- Community engagement
- Communications and social media

The intern's research will be structured through a series of conversations with subject matter experts, the development of policy memos and reports, ultimately leading to a



staff presentation of the intern's policy recommendations. There will be an emphasis on deep engagement with policy material and direct experience crafting policy proposals for an elected official. The intern will be able to form contacts within the Chair's Office, Non-Departmental Offices, and with individuals from the County, City, Metro, State, and Community while also developing research, collaboration, and presentation skills.

This position will also engage in daily communication with constituents by receiving and responding to inquiries by phone and email. Constituent communication is an incredibly important function within the Chair's office that often requires problem solving and strong interpersonal skills.

**Qualifications/Knowledge/Skills/Abilities:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Strong written and verbal communication skills
- Organized and detail oriented
- Ability to both follow directions and work independently with minimal supervision
- Flexible, cooperative, and able to adapt and thrive in a changing environment.
- Knowledge of customer service best practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive.
- Working knowledge of Google Workspace (i.e. Gmail, Calendar, Docs and Drive)
- Ability to work cooperatively and develop effective working relationships with diverse work groups in a dynamic environment
- Ability to honor research ethics and standards of confidentiality regarding County projects and data

In your application materials will demonstrate both your writing skills and tell us what you are hoping to learn from this particular internship supporting the Chair's office.

**Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by



our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

**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 2, 2023.