

District 1 Policy Internship

College to County Intern 2023 - Office of Commissioner Meieran, District 1

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: Hybrid (1-2 days per week in the office)

Building Physical Location: 501 SE Hawthorne Blvd Suite 600, Portland, OR

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Driving a County vehicle is not required

What Does Commissioner Meieran's Office Do?

Commissioner Sharon Meieran serves as one of five elected members that make up the governing body of Multnomah County, representing District 1. District 1 includes all of northwest and southwest Portland as well as all of unincorporated Multnomah County west of the Willamette River and on Sauvie Island. The district also includes parts of East Portland bounded to the east by Cesar E. Chavez Blvd and the North by I-84.

Commissioner Meieran's responsibilities include adopting a balanced budget, setting and advancing policy priorities, and responding to the needs and concerns of her district. With the support of her team, she works to make Multnomah County a place where everyone can thrive by supporting programs and policies that enable all residents to be safe, healthy, and live with dignity.

Commissioner Meieran's experience as an ER doctor has informed her policy priorities such as improving behavioral health services including those specific to youth mental health and methamphetamine and Fentanyl addiction, and reducing homelessness through a holistic public health

approach. We encourage you to learn more about Commissioner Meieran and her priorities by exploring her [webpage](#).

Internship Description & Responsibilities:

In this position, the C2C intern will research and develop policy recommendations while also supporting other important functions of an elected official's office such as community engagement and communications.

Policy Research

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

- Housing and Homelessness
- Mental Health and Addiction
- Veterans Services
- Aging Services
- Domestic Violence
- Sex Trafficking
- Arts and Culture

The intern's research will be structured through online research, 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 work. There will be an emphasis on deep engagement with policy material and direct experience crafting policy proposals for an elected official.

Other internship responsibilities may include:

- Assisting constituents with issues arising in District 1, gathering information, and problem solving

- Providing background and research on County issues and policies that affect our area of work
- Creating issue briefs and summaries
- Assisting with communications and social media posts
- Regularly interacting with staff, lobbyists, legislators and people within County departments
- Assisting with day to day office tasks including greeting visitors, filing and printing needs, uploading meeting documents, answering phones and emails
- Attending events and helping to plan and staff office events
- Taking meetings, asking questions to understand issues and policy areas
- Attending Board and committee meetings

Learning Outcomes & Benefits:

- Increased knowledge of how local government functions
- Increased knowledge of community issues and solutions
- Expanded network of peers, government officials, and community organizations
- Completion of a project that will mutually benefit you and Multnomah County

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Strong written and verbal communication skills
- Flexible, cooperative, and able to adapt and thrive in a changing environment
- Ability to both follow directions and work independently with minimal supervision

- Knowledge of customer service best practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive
- 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

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 exemption 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.