

Auditor Communications & Engagement Internship

College to County Intern 2023 - Multnomah County Auditor's Office

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 20 - 40 hours a week, including some occasional evening and weekend hours staffing events

Telework: Eligible for a hybrid work schedule; a mix of office and telework

Physical Location: 501 SE Hawthorne Blvd., Suite 601, Portland, OR 97214

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Yes, for community outreach events and meetings at least 1-2 times per week.

What Does the County Auditor Do?

The [Multnomah County Auditor](#) is independently elected by voters on a countywide basis. Our office's mission is to ensure that Multnomah County government is efficient, effective, equitable, transparent, and fully accountable to all who live in our county.

The Auditor's responsibilities include:

- Conducting performance audits
- Conducting special studies to improve government
- Operating the Good Government Hotline to help catch and prevent fraud, waste, and abuse of position in county government
- Responding to community member complaints about specific county government actions through our new ombudsperson role

The Communications & Engagement Intern will be joining a team that applies an equity lens in each step of their work. The team recognizes community engagement efforts as critical to ensuring that communities affected by county programs and initiatives have meaningful opportunities to participate in the Auditor's Office's work.

The Auditor's Office aims to engage community groups, advocacy groups, and interested or affected community members and their families throughout our processes. Our work better reflects true experiences and generates better solutions when we hear from the people most affected by the audit topic. The sharing of experiences, perspectives, and knowledge is valuable labor that we recognize as work.

The Communications and Engagement Intern will work under the guidance of our Constituent Relations & DEI Engagement Specialist, and engage with the entire Auditor's Office team.

Internship Description:

The Auditor's Office's C2C Communications and Engagement intern will work under the direction of the Constituent Relations & DEI Engagement Specialist throughout their experience. The intern will develop research, event planning, community engagement, and communications skills while working closely with the Auditor and her staff. In addition to learning about communications and engagement work, the intern will have the opportunity to learn about government program evaluation and other government career paths as they form contacts with staff across the county.

Responsibilities include:

- Acting with integrity and adhering to high ethical standards.
- Staffing community outreach events on behalf of the Auditor's Office.
- Developing communication materials to support Auditor's Office educational and community engagement efforts.

- Developing a guidebook - including a materials checklist, talking points, etc. - as an internal resource for staff representing the Auditor's Office at events.
- Participating in building out the Auditor's Office's calendar of events by identifying community organizations or events at which to share general information about the Auditor's role, including its new ombudsperson function, and/or for Auditor's Office staff to share information about specific recently published reports.
- Participating in developing a standard format for Auditor's Office "remembrance" events to occur at the end of each audit to acknowledge the work done to carry out the audit by the Auditor's Office, staff members in the audited program, and community members who participated in the audit.
- Experience with social media (preferably professional experience) - including Instagram, Facebook, LinkedIn, Youtube, to name a few.
- Participating in distribution and posting of Good Government Hotline posters at county buildings.
- Promoting a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

Education and Experience Qualifications:

Required

- Candidates should have completed or enrolled in a college/university academic institution.
- Strong research, writing, organization, and written and verbal communication skills.
- Ability to confidently, comfortably, and respectfully talk with diverse audiences, representing the County in public
- Demonstrated ability, or a strong desire to learn, to apply an equity or racial justice lens to your work to help foster a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Familiarity with MS Windows, PC environment, MS Word, Excel, and Google products.
- Ability to self-manage and perform directed tasks with independence.

Preferred

- Experience with outreach to culturally specific populations is desired but not required
- Proficiency in a second language is desired but not required

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



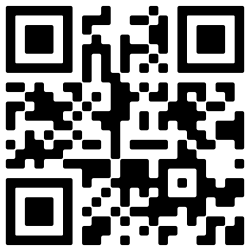
contact the recruiter through the Telecommunications Relay Service by dialing 711.

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.

Shortened application link:

bit.ly/ApplyC2CAuditor



Application closes on April 2, 2023, at 11:59pm