

Emergency Management Internship

College to County Intern 2023 - Multnomah County Emergency Management (MCEM)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *Hybrid (Tuesdays and Thursdays in the office, and telework on Mondays, Wednesdays, and Fridays. possible to also work in the office on Monday, Wednesday, and Friday, if desired). Opportunities for work sessions with partners across the County as required or desired.*

Building Physical Location: *501 SE Hawthorne Blvd (Tues and Thurs) with the possibility of 6324 NE Halsey (Mon, Wed, and Fri)*

Does this position require driving a county vehicle? If so, please explain why and frequency: No, though some travel may occasionally be needed, transit and carpooling will often be options.

What does Multnomah County Emergency Management (MCEM) do?

Multnomah County government is required¹ to maintain effective disaster response readiness. MCEM (<https://www.multco.us/em>) assists the County in meeting this requirement through building and strengthening partnerships with local, regional, and statewide organizations and agencies. It supports the County and its partners in achieving response readiness through collaborative planning, training, and outreach efforts, and uses best practice research/data and analysis of incident responses to identify gaps in policies. MCEM elevates the voices of those working most closely with our impacted communities and provides recommendations to

¹ Legislative Counsel Committee, Chapter 401—Emergency Management and Services, 2017 Oregon Revised Statutes: 401.305 (2). <https://www.oregonlaws.org/ors/401.305>

County leadership that are designed to improve the County's capacity and capabilities in addressing the needs of our community during disasters. "Nothing about us without us" is an important value that guides how the MCEM team approaches this work. The County leads with race² and the MCEM team uses the Targeted Universalism (<https://tinyurl.com/27es5rym>) framework to prioritize projects and when developing outreach and training.

MCEM supports all partners in maintaining emergency operations plans and is responsible for establishing an incident command structure for the management of a coordinated response of all partners. MCEM incorporates the breadth of knowledge, skills, and abilities of all County staff and partners in every project and program. MCEM has three divisions: Logistics, Operations, and Planning.

Protecting entire communities from suffering devastating losses depends upon a prepared, empowered, competent, and confident workforce that works in partnership and support of those most impacted.

Internship description & responsibilities:

The emergency management team is a diverse group of individuals who come from a broad spectrum of lived experiences and who share a passion for public service. Members of the MCEM team bring their unique and informed perspectives to the (often behind the scenes) life saving work of the office. Team members have subject matter expertise, yet one of the most important roles MCEM staff fulfill, is building bridges across different teams. MCEM plays an important role in connecting partners with each other and seeks out resources to support collaborative efforts.

There are many projects in MCEM waiting for the right person to help build them out. Depending on your interest, knowledge, skills, and abilities, and any areas you wish to stretch your skills, the actual **responsibilities** in this role will vary. A partial list of projects that would benefit from your work are listed below:

² Multnomah County: *Why we lead with race*

<https://www.multco.us/safety-trust-and-belonging-workforce-equity-initiative/why-we-lead-race#:~:text=We%20lead%20with%20race%20with,success%20are%20deep%20and%20pervasive.>

- *Volunteer management project charter design*
- *Identification of root causes, gap analysis, and prioritization of improvement plan action items*
- *Community asset mapping*
- *Public information and community outreach*
- *Website strategy, design, and updates*
- *Grant writing, standard operating procedures updates, and training development*
- *Community disaster response logistical and training support*

Learning Outcomes:

- Coordination on MCEM projects. This will be mutually beneficial for you and communities across Multnomah County. MCEM has many projects to choose from, including the possibility of designing a project.
- Deepen your understanding of emergency management and the breadth of agencies and organizations who contribute to building and strengthening safety net services before, during, and after disasters.
- Provide valuable applied experience and opportunities to make connections with professionals who have years of experience and come from a variety of backgrounds. These connections provide you with a peek into the broad range of career paths that are related to the field of emergency management.
- Provide you with valuable feedback regarding your strengths and opportunities to grow.

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](#))
- Ability to communicate with county and external partners, members of the community, and team members via phone, email, or in person
- Ability to both follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, Sheets, Forms, and Slides)

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.