

## Communications and Event Planning Internship

Department of County Human Services (DCHS)

Aging, Disabilities, and Veterans Services Division

Director's Office

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**Pay Rate:** \$22 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

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

**Telework:** Hybrid

**Building Physical Location:** Multnomah County East 600 NE 8th st. Gresham, OR 97030

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** Driving is not required, though planning may involve visiting different venues in the County. Work will be primarily telework, though working in the office more often is possible. A Trimet pass for accessing public transportation can be provided.

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### Department, Division, and Program Summary:

The *Department* of County Human Services (DCHS) long-range goals remain anchored by the DCHS North Star which states “in Multnomah County, every person at every stage in life has equitable opportunities to thrive.”

Aging, Disability and Veterans Services *Division* (ADVSD) is the federally designated Area Agency on Aging and represents the diverse needs of 181,000 older adults, people with disabilities, and veterans. ADVSD maintains a coordinated service system that supports individuals to achieve independence, health, safety, and quality of life. ADVSD services include 24-hour community resource information; social and nutrition services; eligibility for Medicaid health and long-term services and supports; access to Veterans benefits; protective and guardianship services; and adult care home licensing.

The Adult Care Home *Program* provides licensing and compliance support to over 600 privately owned Adult Care Homes in Multnomah County. Care Homes serve the aging population, people with intellectual and developmental disabilities, and those with behavioral health needs. The homes are residential settings serving up to 5 individuals in a homelike environment.

### Specific Duties or Major Tasks:

This position will work primarily with the Communications Specialist and the Program Manager

to collaborate and plan the details of the Adult Care Home Program's annual conference. This position's primary duties will be:

- Contacting vendors, caterers, sponsors, and establishing community contacts for the event.
- Collaborating with the communication's specialist on strategic creation and production of documents, brochures, and signage.
- Creating a registration and payment process.
- Content creation on the program's website including articles or informational content, newsletter layout.

Depending on skills, interest, and experience, this position may assist with other ongoing and emergent work involving project planning and implementation as well as content creation.

Interns are also expected to:

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Be responsible for ethical practices at all times - including preserving participant confidentiality and data per program, agency, and HIPAA/PII rules
- Practice effective self-management of workload - including making the best use of available time and resources to effectively manage tasks and meet productivity expectations when performing job duties independently and in teams

**Qualifications (knowledge, skills, and abilities needed for the job):**

*Required*

- Candidates should have completed or enrolled in a college/university academic institution.
- Strong writing, organization, and oral communication skills
- Experience establishing rapport with people in-person and over the phone, listening to and making people feel heard, and recording information accurately while multitasking
- Experience, or interest in public relations
- Experience, or interest in event planning.
- Familiarity with PC environment, MS (Word, Excel), and Google (Forms, Docs, Sheets) AP Style
- Writing for the web and SEO familiarity, user experience, digital and video communications.
- 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

- Respect for and ability to work with diverse individuals
- Ability to self-manage and perform directed tasks with independence
- Must pass a criminal background check (This step happens after an offer is made)

#### *Useful*

- Familiarity with human services work such as aging, and people with disabilities, behavioral health and caregiving services.
- Interest in addressing complex systems and making them accessible to the general public specifically through an equity lens considering those with disabilities, english as second language or other disadvantaged populations.
- Strong time management skills and ability to meet deadlines and prioritize those goals.

#### **Time/Schedule Requirements:**

A weekly Monday – Friday schedule with some flexibility, if needed. The position will be mostly virtual, however, there are times when the team meets up in person for staff meetings or other in-person project meetings.

#### **Internship Outcomes:**

- Be a part of an awesome team!
- Develop a broad knowledge and understanding of services in Multnomah County Aging, Disabilities, and Veterans Services Division
- Experience working in a professional setting and team environment
- Informational interviews, job shadowing, training, and other networking opportunities
- A portfolio of work products that demonstrate your acquired skills in program evaluation and research design, implementation, and analysis through the internship

#### **Education and Experience Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Good organizational and time management skills.
- Respect for and ability to work with diverse individuals



**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 at this [website](#). The deadline for submitting an online application is April 4th, 2022.