



## **Equity and Cultural Organization Internship**

**College to County Intern 2023 - Department of Community Services**

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

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 - 40 hours a week

**Telework:** *hybrid opportunity available*

**Building Physical Location:** 1620 SE 190th Ave. Portland OR 97233

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:**No

### **Department Description:**

The Multnomah County Department of Community Services (DCS) delivers essential services to Multnomah County residents through its Animal Services, Elections, Land Use, and Transportation divisions. To learn more about DCS, please visit our website at <https://multco.us/dcs>.

### **Internship Description:**

This position will assist the MCSO Equity and Inclusion Manager with a variety of projects related to Workforce Equity and Engagement. This position will participate in internal staff Equity and Inclusion Committee meetings, as well as, developing strategies for moving the work forward within the goals of the agency's [2020-2022 Strategic Plan](#) of embedding equity into all agency work.

### **Projects may include:**

- Compile and create learning materials for the ongoing development of the Equity and Inclusion self-guided learning resource page for internal staff.
- Design and facilitate a pilot training.
- Research equity best practices.
- Work collaboratively with Equity Committee members on equity strategies and efforts.
- Prepare presentations using various software programs, including PowerPoint, Zoom and Outlook Teams.
- Attend and participate in staff meetings and trainings/workshops.
- Assist in preparing spreadsheets, general letters, and other written material.

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

- Candidates should have completed or enrolled in a college/university academic institution.
- Knowledge and understanding of equity, diversity and inclusion terminology and practical applications of tools and practices.
- Project management and organizational skills
- Ability to prepare written materials.
- Ability to communicate effectively with team members via video conferencing apps, phone, email or in person.
- Ability to both follow directions and work independently.
- Strong time management skills.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.

**Supervisor: Dr. Stephen Graves, Equity and Cultural Organization Manager**

**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.