

Voter Education and Outreach Internship

College to County Intern 2023 - Elections Division, DCS

Number of Openings: 2

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 40 hours a week

Telework: *Hybrid, schedule will fluctuate with independent teleworking and in person events*

Building Physical Location: 1040 SE Morrison St, Portland, OR, 97233

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Yes, this position will require occasional use of a vehicle to attend community events and functions

What Does the Voter Education and Outreach Program Do?

The Multnomah County Elections Division conducts all local, state, and federal elections by mail for the 566,000 registered voters in our county. During this internship you will learn all the functions of a vote by mail election process.

The Voter Education and Outreach program provides education and outreach to current and future voters in Multnomah County towards: *voter registration, voter assistance resources, and voting a ballot by mail*. We deliver and assess the needs of voters through our culturally specific outreach efforts. Our efforts are directed by a racial equity lens and use a trauma informed framework to guide how we do our work.

Link to the Voter Education and Outreach [website](#)

Internship Description & Responsibilities:

- Lead others in conducting outreach at community events on behalf of the Elections Division.
- Develop relationships with community partners and conduct intake interviews to assess needs and collaboration opportunities.
- Conduct workshops for community partners on: Voter Registration, Vote by Mail, and Civic Engagement topics.
- Conduct surveys with eligible voters to determine barriers to: Voter Registration, participation, and habit formation.
- Participate in the Elections Communication Team Workgroup and collaborate on the development of communication plans directed towards Voters.

Learning Outcomes:

- Learn the functions and operations of a municipal Elections Division
- Learn racial equity based community outreach and voter education principles, practices, and strategies
- Develop an understanding of program development, evaluation, and quality improvement processes.

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution with focus areas: social work, civic education, political science, humanities or other related field.
- Strong interpersonal communication skills, informed by a racial equity and trauma informed lens.
- Ability to lift 35 lbs and drive a vehicle
- Experience with public speaking and presenting information to diverse audiences

- Desire and commitment to applying an equity-centered approach to voter engagement

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.