

Director's Office Communications Internship

College to County Intern 2023 - Department of County Assets

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 30 - 40 hours a week

Telework: Hybrid or telework options available

Physical Location: 501 SE Hawthorne Blvd. Portland, OR 97204

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: N/A

What Does DCA Do?

The Department of County Assets manages technology, facilities, vehicles and records for Multnomah County. We provide countywide services and support behind the scenes to ensure county programs can serve residents effectively. In short, we serve the people who serve the people.

Link to the DCA [website](#).

Internship Description:

The DCA Communications intern will assist in the creation of department-wide communication materials and content in order to share information with employees, advance our department strategic initiatives, and gather and track feedback from employees.

The Communication intern would primarily work with the Administrative Analyst in the Director's Office to implement department communications goals.

Responsibilities include:

- Assist in updating the content and proposing redesigns for DCA's intranet sites
- Assisting with the creation of materials for the biweekly all-staff DCA Connection

- Coordinate and prepare other communication materials as necessary
- Assist with articles for the DCA Digest newsletter
- May prepare workflow and work process documents for DCA's lines of business
- May conduct interviews, create videos, write stories

Education and Experience Qualifications:

- Currently enrolled in a college marketing or communications program
- Ability to work independently via a remote/virtual environment.
- Familiarity with MS Windows, PC environment, and Google products.

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, 2022.