



Communications Internship

College to County Intern 2023 - Department of Community Justice (DCJ)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: Fully remote

Building Physical Location: Mead Building | 421 SW 5th Ave., Portland, OR 97204

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

What Does the Communications Team at DCJ Do?

The Department of Community Justice (DCJ) serves a vital role in protecting public safety and strengthening communities. DCJ intervenes to prevent the recurrence of crime by providing supervision, sanctions, and treatment resources to youth, adults, families, and communities to address the underlying problems that drive crime.

Within DCJ, the Director's Office division includes the communications team. The Director's Office provides policy, program and fiscal direction to DCJ and ensures that DCJ is accountable to County residents, the Board of County Commissioners and system partners.

The Communications team is responsible for crafting messaging, providing transparent updates and information, and encouraging dialogue within internal department groups.

The team also works to communicate DCJ's mission, vision, and values with various external stakeholder audiences including elected officials and legislative outlets, community partners, and the media. The communications team is committed to working towards being able to do more creative community outreach to the general public.

Internship Description & Responsibilities:

The Multnomah County Department of Community Justice's Director's Office is seeking qualified candidates for a temporary paid internship position. This internship will be conducted with our Communications staff, supporting the work of internal and external communications within the department. Learning and project opportunities in the following areas; strategic planning, web development and maintenance, graphic design and data visualization, change management, internal communication strategies,



organizational culture, mediation, active listening and equity & inclusion. Possible project examples and responsibilities include:

- Helping to create a mural inside juvenile detention with trauma-informed imagery
- Interviewing staff and collecting stories from the field for our internal newsletter and website
- Contributing to the creative process and idea generation
- Storyboarding and content design, including creating templates for print & web.
- Creating, editing, and sharing communication content internally
- Administrative tasks such as emailing and note taking

Learning Outcomes:

This internship position will provide a wide variety of technical and paraprofessional duties and opportunities to:

- Further development of your existing skills in content production and editing
- Develop project management and collaboration skills
- Gain exposure working in the government sector, specifically community corrections
- Create communication strategies, analysis, and development
- Learn visual communication principles and technical graphic design skills
- Participate in cross-sectional workgroups
- Engage in public speaking and develop presentations
- Develop skills in active listening

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 ([Equity and Empowerment Lens](#))
- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individual able to relate to a variety of persons.
- Demonstrable cultural awareness.
- Excellent writing, editing, and research skills, and ability to frame and draft clear messages.
- Creative self-starter who enjoys a collaborative work environment.
- Access to a secure and fast internet connection for remote work.
- Pursuing an undergraduate or graduate degree in communications, marketing, graphic design, organizational development, policy development, change management, or other related field.
- Must be self-directed with the ability to set timelines and meet goals.
- Some experience in graphic design
- Proficiency in Windows environments and Google applications.

**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.