

Career Resources Internship

College to County Intern 2023 -Department of County Management

Pay Rate: \$24.00 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: Virtual and Multnomah Building

Building Physical Location: 501 SE Hawthorne Blvd, Portland, OR

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

What Does Talent Acquisition Do?

Talent Acquisition is a part of Central Human Resources. Our Purpose is to help Multnomah County thrive by advancing a workforce that is culturally adaptive and equipped with the capabilities to meet the current and future needs of our community. We recruit new talent from the community to apply at Multnomah County and support existing employees to meet their career goals.

Talent Acquisition is seeking an intern to join our vibrant team and contribute to career resources for Multnomah County employees and C2C interns.

Internship Description & Responsibilities:

- Create a video and/or workshop that will help Multnomah County staff learn **resume writing skills** to bolster their career prospects
- Research resume writing strategies and best practices; seek counter-narratives to dominant professional norms; apply what you learn to your own resume!
- Present video and/or workshop to your C2C peers
- Observe career coaching and assist with gathering resources for employees

- Regularly use technology like Iphone and Google Suite (Email, Slides, Docs, Meet) to create video and/or workshop content

Talent Acquisition will set you up for success by:

- Valuing your life experiences and honoring your voice as we collaborate on projects
- Matching you with a career mentor who will regularly check in with you
- Working with your strengths and growth interests (i.e., facilitating, teaching, researching, creating content)
- Connecting you to key staff who can help deepen your understanding of recruitment, career pathways, and employee engagement at the County

Learning Outcomes:

- Gain an introductory understanding of HR strategies for engaging and retaining staff through career tools
- Understand needs of job seekers and how to make a resume look compelling; understand the importance of equity and inclusion in every County facet including as a job candidate
- Develop a network of connections with recruiters and folks involved in career development at Multnomah County

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](#))
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).
- Experience with managing a project from start to finish.

- Ability to honor research ethics and standards of confidentiality regarding employee County projects and data.
- Interest in exploring the world of career coaching & development and bringing your unique skills to work with us!

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.