



Event Planner Internship

College to County Intern 2023 - Behavioral Health Resource Center (BHRC), Behavioral Health Department (BHD)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *Hybrid*

Building Physical Location: 333 SW Park Ave.

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

What Does BHRC Do?

The Behavioral Health Resource Center (BHRC) is peer-led and has three programs within the facility designed to support adults (18+) experiencing severe behavioral health challenges, trauma, and houselessness. The BHRC prioritizes meeting individuals' basic needs in the short term while working with partners to improve program processes to allow for access to more stable support in the long term. Services are inclusive, low-barrier, safer, trauma-informed, and culturally responsive. The three BHRC programs are: a Day Center, a Behavioral Health Shelter, and a Bridge Housing program, and they will be operated by contracted providers. The Mental Health and Addictions Association of Oregon (MHA AO), a peer-run and peer-led nonprofit, is the contracted provider for the Day Center. The BHRC Day Center opened in December 2022. The BHRC Behavioral Health Shelter and Bridge Housing programs will open in the Spring of 2023. Operating at total capacity, the BHRC will provide critical support and services to over 200 houseless individuals daily.

Internship Description & Responsibilities:

- This position will lead the Behavioral Health Resource Center (BHRC) event planning work, primarily promoting new and existing operators of the programs and services. This position will work closely with the BHRC Program Manager, the BHRC contracted providers, and BHD to ensure

comprehensive stakeholder engagement and smooth planning. This position will also support data collection and review.

- Identifies requirements and expectations for each event
- Brainstorms and implements event concepts and themes
- Prepares event budgets and processing invoices
- Researches and works with BHD staff to book venues
- Organizes suppliers, caterers, staff, and entertainment
- Coordinates all logistical elements of the event.
- Manages set-up, tear-down, and clean-up operations.
- Anticipates attendee needs and makes preparations against potential risks.
- Develop post-event reports on the effectiveness of each event.

Learning Outcomes:

- Developing an understanding of the continuum of support for individuals experiencing houselessness and behavioral health challenges
 - Gain valuable experience in event planning and execution and stakeholder engagement
 - Connect with individuals and systems who are dedicated to serving the most vulnerable individuals & communities

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Degree in hospitality, public relations, management, or related field.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to both follow directions and work independently
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).

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.