

## Marketing & Communications Internship

### College to County Intern 2023 - Library

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**Pay Rate:** \$20.25 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 - 40 hours a week

**Telework:** Remote

**Building Physical Location:** Work is primarily remote, but assignments may include a need to attend in person meetings/events at the Library Administration at Lloyd or a library branch.

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

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#### What Does Marcom Do?

The Marketing and Communications team (Marcom) leads the library's internal and external digital and print communication and marketing channels, as well as represents the library through media outreach and inquiry, government relations, and with community sponsorships. The team writes stories, produces videos, designs graphics and print materials, manages translations into the library's service languages, writes talking points, manages media inquiries and more.

#### Internship Description & Responsibilities:

The goal of this internship is to provide an opportunity to experience and support the multitude of marketing and communications work within a county-operated library system.

Responsibilities will be tailored to intern's interest and area of study, but is likely to include:

1. Assisting in writing and editing communications, including but not limited to, web content, social media, newsletters, talking points, internal communications, and reports.
2. Helping at the library's in-house print shop, which produces more than 1 million print pieces annually.
3. Updating the library's media contacts list and creating fact sheets or other reference materials for responding to media inquiries.
4. Attending library and/or library-bond related events to assist with marketing and communications logistics, including documenting events via notes and photographs, conducting interviews, and assisting with leadership or media coordination.
5. Conducting research and supporting the development of communication and marketing plans for systemwide projects.

**Learning Outcomes:**

1. Explore interest across a variety of marketing and communications functions for a highly supported brand within Multnomah County.
2. Receive valuable feedback on strengths and areas for improvement within choice marcom interest areas.
3. Connect with library staff and leaders who can help deepen your understanding of the organization and the role of marketing and communications within a public service environment.

**Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Excellent writing, editing and proofreading skills.
- Dependability to work with deadlines and ability to maintain confidentiality.
- Interest in marketing and communications for libraries or public service organizations/nonprofits

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

**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 3, 2023.