

Director's Office • 1600 SE 190th Avenue, Portland Oregon 97233 • Phone: (503) 988-5000 • Fax: (503) 988-3048

JOB TITLE: Program Communications Specialist

SEASONAL TEMP POSITION: June through September

SALARY: \$25.77 hr. (30 hours per week, Monday – Friday)

LOCATION: Multnomah County Animal Services (1700 W Columbia River Hwy, Troutdale, OR 97060)

Multnomah County is seeking a Program Communications Specialist (intern) to join the Multnomah County Animal Services division. You will assist in and/or graphic design, document management, multimedia projects and some social media.

Multnomah County Animal Services has been recognized as one of the top performing communities in the country for implementing innovative, progressive life-saving programs for shelter animals and creating a safe, livable community for people and animals. We are the only open door shelter in Portland and the primary agency responsible for lost pet care, animal abuse investigation and animal rescue in Multnomah County. We also offer dog and cat licensing, lost and found pet services, and animal adoptions.

Job Description:

This position will involve a combination of graphic design, document management, multimedia projects and some social media.

Tasks will include implementing a new document management system and cataloging /organizing/updating documents. Some documents may need to be redesigned in InDesign. This position will adapt existing artwork to create new designs for products on our Cafepress store and create brief, simple videos of adoptable animals for the web. Additional duties may include creating memes for social media.

Knowledge Skills and Abilities required:

- Graphic design
- Adobe Creative Suite (specifically, a high level of proficiency in InDesign and Photoshop, some knowledge of Illustrator)
- Google applications (Docs, Drive, Sites etc)
- Basic skills in Adobe Acrobat Pro, MS Word

- Excellent written communication and grammar skills
- Detail-oriented
- Tech-savvy
- Use of content management systems
- Basic video editing and/or multi-media skills

Nice to have: Basic knowledge of HTML; courses in creative writing, marketing, advertising, and/or business.

Special Requirements:

Please provide a link to an online portfolio of design samples.

Not required, but appreciated: Brief writing samples, especially for the web (social media, blog posts, even well-written Yelp reviews).

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 in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.