

**College to County Mentorship Program
DCHS Student Exploration Program Job Description**

Intern Job Title: Evaluation Intern_____

Department/Division: DCHS/Youth & Family Services

Supervisor: _Peggy Samolinski_____ **Phone:** _x87453_____ **Pay rate:**
\$18/hr

Summary of program

Youth and family services provides an array of social support services in the community that promote youth and family stability.

Specific duties or major tasks:

Assist research evaluation analysts with program evaluation activities. This may include entering data, cleaning data, running analysis with Excel or SPSS, conducting interviews, facilitating meetings or related community events. This intern may also assist our policy and system analyst with research (literature reviews), event planning, meeting facilitation and support, compiling information and writing reports.

Attend meetings and events to learn about Multnomah County, the Department of County Human Services and Youth & Family Services in particular.

May be able to take advantage of key training opportunities to enhance skills, such as Quality Improvement, Assertive Engagement and Trauma Informed Practices.

Qualifications: (list knowledge, skills, abilities needed for the job).

Experience using Word, Excel and Powerpoint (or Google equivalents) to create documents, spreadsheets and/or presentations.

Ability to speak in groups and convey information and/or make presentations.

Interest in learning about program evaluation practices (if intern does not have direct experience with this).

Willingness to engage with partners, stakeholders and the community in a variety of settings and capacities.

Willingness to practice new skills and learn.

Conditions of the job: (location, specific time commitment degree of supervision, and other pertinent information).

Based out of the Lincoln Building (downtown), and may spend time in the community as well, depending upon the duties in a given day/week. Lincoln work will be in a cubicle environment within an office. Will be able to use public transit or CarShare to travel for work related activities.

Supervision is as needed (I have an open door), but at a minimum 30 minutes per week with official supervisor. Other staff with whom the intern is working closely will provide functional task-oriented mentorship and oversight. All staff in the Division are able to assist and respond to questions and issues as needed.

Benefits of Internship:

Learn about the great work happening at the County through our community contractors. Learn about evaluation and systems approaches to understanding our work. Build a social network of County employees and colleagues.

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 link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.