College to County Mentorship Program
Talent Development Tech Intern

Job Title: Technology Training Content Curator & Creator
Seasonal Temporary Position: Dates to Be Determined
Job Salary: $15/hr (30-40 hours per week, Monday – Friday)
Location: Multnomah Building, 501 SE Hawthorne Blvd, Portland, OR 97214)

Talent Development, a team in Multnomah County's Central Human Resources, takes responsibility for countywide training and organizational development. Through leveraging expertise and partnerships both within and outside government, this ten person team strives to create a culture of lifelong learning, critical thinking, and continuous performance improvement for all employees in all departments. This team designs and delivers training opportunities and organizational development initiatives, helping Multnomah County employees to achieve professional growth and continuous improvement.

This Technical Trainer position will report administratively to Talent Development (TD) but will also facilitate the mission and goals of the Office of Information Technology (IT) and their county customers.

Our Technology Training Team works with key stakeholder, Information Technology, to provide new technical tools and capabilities to internal customers to help drive organizational innovation and cost efficiencies.

The County is a Google organization and is learning how to maximize Google for team collaboration, project management and program organization.

The County is also in early adoption of Workday as our new system of record for HR, payroll, finance and heavy integrations with our purchasing/contracting (Jaggaer), and facilities management (TRIRIGA) systems.

Activities includes:
- Reviewing and updating online resources
- Evaluating current classroom materials, editing and publishing them
- Scripting and Storyboarding new Learning Videos assets
- Help technology team examine web analytics for engagement trends
- Assist with internal web content improvement
- Support self service learning across the organization

Ultimately, this role will assist us to enhance employee capacity to make intelligent use of contemporary technology applications.

Qualifications:
- Ability to work on a team
- Ability to execute deliverables independently
- Quick study
- Experience with Google applications is a must
- Curiosity
- Interest in creating engaging online learning content of all types (video, demo, testimonial, written)

Preferred Skills:
- Basic awareness of aspects adult education
- Understanding of key tenets of instructional design
- Some experience with Website creation
- Drupal (our web platform)

Veteran's Preference: Under Oregon Law, qualifying veterans may apply for veteran's preference for this recruitment. Review our veteran's preference website for details about eligibility and how to apply.

For veterans qualified for Veteran's 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 hose those skills and/or qualifications apply.

Application Instructions:
Please fill out and submit an application for this position through the form also located at this [website](#). The deadline for submitting online application is March 31, 2019.