

DCA Workforce Equity Internship

College to County Intern 2020 - Department of County Assets

Pay Rate:	\$20 per hour
Job Type:	Temporary College Intern
Duration:	Summer 2020
Hours:	30 - 40 hours a week
Location:	Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

What is DCA?

The Department of County Assets manages technology, facilities, vehicles and records for Multnomah County. We provide countywide services and support behind the scenes to ensure county programs can serve residents effectively. We also provide budget and finance services. In short, we serve the people who serve the people.

People are the Focus of our Strategy

Though our work is often technical - engineers, analysts, trades people, software developers, accountants, procurement specialists, and technicians of all sorts - it is people who get things done, and it is people who create team-work and a positive attitude. We work for the common good and for the residents of Multnomah County. As public servants, we have a duty to create more equitable and inclusive conditions out in the community and in our workplace.

Multnomah County recently adopted the Workforce Equity Strategic Plan, a plan designed to help create a workplace where everyone can reach their full potential. The plan aims to reach all employees, especially those who have been historically marginalized.

Internship Description:

This internship will assist the DCA Equity Manager with a variety of projects related to Workforce Equity and Engagement. This position will help design and pilot a DEI training curriculum and plan for all DCA employees. Projects may include:

- Compile and create training materials for curriculum
- Create a training plan
- Design and facilitate a pilot training
- Work collaboratively with communications intern for implementation
- Assist in preparing spreadsheets, general letters, and other written material.
- Prepare presentations using various software programs, including PowerPoint and Google Slides
- Attend and participate in staff meetings and trainings/workshops
- Attend Department planning meetings relating to Workforce Equity

Minimum Qualifications:

- Project management and organizational skills

- Understanding of adult learning theory(s)
- Understanding of key tenets of instructional design
- Requires a moderate understanding of Facebook, Instagram and Twitter
- Ability to prepare written materials using various software tools
- Ability to communicate with customers and team members via phone, email or in person
- Ability to both follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups.

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 provided by your program coordinator.