Workforce and Equity Intern
Position Description

The Workforce and Equity Intern is responsible for assisting Clackamas Workforce Partnership with the start-up and implementation of an exciting project involving the formulation of an Equity Coalition and the development of an equity lens. Additionally, this position will guide organizational data analysis, research, and reporting.

Essential Functions: (Performs functions that may include, but are not limited to the following):
- Assist with the launch of the Equity Coalition project. Tasks to include: research best practices and case studies; development and implementation of an outreach and engagement plan; supporting partnership development; assisting staff team with planning and facilitation of training and coalition meetings.
- Guide organizational data analysis and research – including data around general workforce programs and outcomes, demographics, coordination with state economists and other areas as needed.
- Assist staff with creation of reports including writing, editing, graphic design, and layouts.
- Oversee and increase organization’s social media presence.
- Work with staff and partners to enhance use of available data, recommend use and integration of data into programs, and conduct analysis.
- Other duties as assigned.

Qualifications:
- Current graduate-level student preferred;
- An interest in the principles and practices of workforce development programs and systems;
- Demonstrated knowledge of social determinants of health, community engagement and outreach, and community development;
- Experience working with vulnerable populations;
- Ability to conduct research, collect and analyze data, tell compelling stories with data, and write clear and comprehensive reports;
- Familiarity with Census data, geographic applications of data (i.e. interpreting and utilizing GIS maps), and the intersection of socioeconomic issues and geography is preferred;
- Strong interpersonal communication skills and able to work independently as well as a team player;
- Show basic computer literacy and familiarity with Microsoft Office software and programs, experience with Adobe Creative Suite a plus.

Hours and Compensation:
- This is a part-time hourly position, averaging 12 hours per week at $15-16/hour
- Work may occasionally be completed remotely
- Occasional weekend and evenings as community events and outreach requires
- This position made possible by grant funds

Additionally, a valid driver’s license and properly licensed and insured automobile available during work hours will be necessary in order to complete essential functions of the position.

Open until filled. Applications received by 5 PM on February 17th, 2016 will be given first priority.
Send cover letter and resume to Amy Oakley at amy.oakley@clackamasworkforce.org or mail your materials to Clackamas Workforce Partnership, 365 Warner Milne Rd., Suite 202, Oregon City, OR 97045. Any questions regarding the position description may be directed to Julia Metz at julia.metz@clackamasworkforce.org.

Clackamas Workforce Partnership is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, political affiliation or belief, or other protected status.