

Employment Opportunities

600 NE Grand Ave.
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www.oregonmetro.gov/jobs



Council Office Intern

Department:	Council Office
Work location:	Metro Regional Center – 600 NE Grand Ave., Portland, Oregon
Pay:	\$10.00 - \$12.00/hour
Duration:	January through December 2010 (flexible)
Time commitment:	20 – 25 hours per week
Application deadline:	December 3, 2009, 5 p.m.

Purpose and goals of internship

The Council Office Intern provides policy and administrative support to Metro's Council Policy Coordinators and meeting managers. This internship is designed to help transition people from the academic world to the professional world (specifically into public administration and politics), teaching basic office operational skills, political environment, political process and constituent/customer service. Occasionally, policy projects will be assigned that span the breadth of Metro's responsibilities: from land use and transportation to budget and fiscal issues to garbage, recycling and waste prevention. The interns, working under the direction of the policy coordinators, are assigned administrative, research and analysis responsibilities for some of the most pressing issues facing Metro. Additionally, the interns become team members of the Council office, providing support to senior staff, the office staff and elected officials.

Qualifications and education

Undergraduate courses completed in Public Budgeting, Policy Analysis, Political Science, Introduction to Public Management and/or Economics; advanced research and analysis skills; and intermediate to advanced MS Excel and PowerPoint abilities preferred. Preferred skills include facilitation, advanced written and verbal communication and heavy multitasking. Additionally, this position would be ideal for an applicant interested in land use policy, regional governance, local politics, public management and/or collaborative decision-making.

To apply, submit the following

1. Resume
2. Cover letter
3. Writing exercise – complete the following, on a separate sheet of paper, in 500 words or less: Define public policy and discuss or give an example of “good public policy” in regards to process.
4. References – please provide two or three professional and/or academic references, including names, addresses, current daytime telephone numbers, and the nature of your relationship with the reference. Written references are not required, but may be included at the applicant's option.

Submit your application

E-mail: Veronica Valenzuela
Council Policy Coordinator
600 NE Grand Ave.
Portland, OR 97232
e-mail: veronica.valenzuela@oregonmetro.gov

Please include the word “Application” in the subject line of your e-mail.

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