

Metropolitan Exposition Recreation Commission Internship Opportunity



MERC manages an amazing set of public facilities—the Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo Center. The venues host 2 million people at 1,800 events each year and offer a wide range of experiences for visitors and citizens that contribute to making Metropolitan Portland a great place.

- Internship title:** MERC Business Office Intern
- Start date:** As soon as possible
- End date:** Flexible
- Department:** MERC Administration
777 NE Martin Luther King Jr. Blvd
Portland, Oregon
- Schedule:** Approximately 20-25 hours per week, Monday through Friday.
A set schedule will be agreed upon to accommodate intern's school or work schedule.
- Time commitment:** \$10/hour
This internship is a non-benefited position.

Purpose and goals of internship:

Intern will be provided with the opportunity to learn about the various functional areas within MERC's Administrative Office, and gain hands-on experience in various operating procedures, such as records retention, internal website support, Commission meeting support, and policy and guideline updating. Additionally, the intern will learn general office and operational best practices, procedures and equipment.

Intern's duties and responsibilities:

- Assist with covering front desk
- Scanning and filling historic documents
- Upload documents to internal website
- Keyword documents on internal website
- Assist with policy updates
- Perform general administrative assistant duties
- Other duties, as assigned

Required skills, qualifications and education:

- High school diploma or GED
- Skill and ability in the use of a personal computer and Microsoft Word
- Ability to learn and use web posting, and email computer programs
- Ability to listen, take and follow direction
- Strong writing abilities
- Good customer service skills
- Good attention to detail
- Ability to understand and adhere to a high level of confidentiality
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively
- Ability to perform duties in a professional manner

Metropolitan Exposition Recreation Commission (MERC) is a subsidiary of Metro. Available jobs and internships at Metro and MERC are posted at www.oregonmetro.gov.

Metropolitan Exposition Recreation Commission Internship Opportunity



To apply: Email your cover letter, resume and the answers to the supplemental questions to Melissa Williams at melissawilliams@mercvenues.org. Please put the word "Application" in the subject line of your e-mail.

Supplemental Questions:

1. Why are you interested in this position? Why do you want to work in MERC's Administrative Office?
2. This position requires the ability to organize, prioritize and juggle various projects at one time. Please describe any experience you have had in a similar work situation, or how you would approach handling a position like this.
3. Please describe your computer software experience and tell us which programs you are proficient in.
4. Please describe your comfort with scanners and copiers. Tell us what types of projects you have used scanners and/or copiers for in the past.

Equal opportunity:

All qualified persons will be considered for internships without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.