



Planning and Community Engagement Intern

Organization: **North Clackamas Parks and Recreation District**

Date Posted: **7/13/23.**

Date Needed: **8/24/23.**

City: **Oregon City**

Location: **Oregon**

Country: **United States**

Primary Category: **Planning**

Type of Position: **Internship / Part-Time**

Education Requirement: **Undergraduate student**

Experience Requirement: **N/A**

Initial review of applications will begin August 9, 2023. Position may be open until filled.

POSITION DESCRIPTION

NCPRD seeks a college-level planning and community engagement intern to support the Parks and Recreation System Plan project. The goal of the intern's work is to help build and strengthen bridges with NCPRD's community so that the new NCPRD System Plan can effectively respond to the needs of our community, leaders, partners, and staff. NCPRD and this intern will be placing a strong emphasis specifically on understanding the needs of marginalized and underserved people and how to better connect NCPRD with these residents who live and work here. Primary objectives are anticipated as follows and subject to change.

Internship Characteristics and Typical Tasks (General):

Under general supervision, to perform technical, paraprofessional and/or professional parks and recreation planning duties that provide on-the-job training to help college students successfully enter the workforce. Performs progressively complex and difficult professional duties related to parks and recreation planning and previous academic programs.

1. Collaborates closely with the NCPRD System Plan project manager as mentor.
2. Performs duties that help the student learn policy, procedures, guidelines, and standards for successful work performance.
3. Assists in conducting research, preparing progress summaries, spreadsheets, project reports, presentations, and other written material and graphics.
4. Attends and participates in staff meetings, trainings, and workshops which provide for an increasing awareness of general knowledge of programs and current practices; such events may be in person or via virtual communication platforms; and
5. Works with and communicates with staff, agency partners, and others in the course of duties, representing NCPRD positively and as an ambassador for parks and recreation.

Planning and Community Engagement Position Specific Details:

- Supports the NCPRD System Plan's community engagement plan, strategies, and activities to achieve project diversity, equity, and inclusion, internally and externally.



- Identifies key contacts and communicates directly with partners, underrepresented populations, community-based organizations (CBOs), and individuals to cultivate relationships and build communication and trust for the NCPRD System Plan project.
- Represents NCPRD to the public, making presentations to community groups, schools, and others, and staffing information tables at community events and local businesses.
- Implements and supports community engagement opportunities (in-person and online), including interviews, focus groups, listening sessions, meetings, and other strategies in partnership with the NCPRD System Plan Project Manager, NCPRD Marketing & Communications Manager, and the System Plan consultant; working closely with all NCPRD divisions as needed and assisting with agendas and meeting materials, scheduling, and logistics; and
- Coordinates with translators and interpreters to serve non-English speakers or those living with a disability.

Required Knowledge and Skills:

- Working knowledge and skills of effective communication and organization techniques; cross-cultural awareness and listening; public speaking; workplace professionalism; English grammar and composition; operating office equipment.
- Principles, methods, and practices of DEI-driven community engagement and public communications; and
- Ability to organize and facilitate meetings in multiple formats to foster productive conversations.

Minimum Qualifications: Enrollment in a post-secondary accredited educational institution leading to a college degree or equivalent program/certification in community development, urban and regional planning, communications, or a related field of study. Must be in good standing with educational program and remain enrolled throughout their internship.

Additional Details:

1. This is a Clackamas County Employees Association Temporary position.
2. **Term:** 8/24/23 – 8/23/24. A 12-month engagement, working approximately 15 hours per week, for a total of 782 hours per week. Schedule is flexible, some weekend work for community engagement and opportunity to work more during college breaks.
3. **Work Location:** This position will be generally remote, with a laptop provided by NCPRD and in-person work at engagement events, team meetings, and trainings.
4. **Hourly Pay Range:** \$15.84 – \$30.84. Salary offers will be made within the posted pay range and will be based on a candidate's experience (paid or unpaid) that is directly relevant to the position.
5. **How to Apply:** Please submit an application, cover letter, and resume, found here: [Employment Opportunities - North Clackamas Parks & Recreation District \(ncprd.com\)](https://www.ncprd.com/employment-opportunities)