



Nick Fish, Commissioner
Michael Stuhr, P.E., Admin

1120 SW 5th Avenue
Portland, Oregon 97204-19
Information: 503-823-7404
www.portlandoregon.gov/water



The Water Bureau is seeking a Communications and Project Support Intern.

General Description: The Portland Water Bureau is seeking an intern with interest or experience in public affairs, project-management support; research; communications and engagement; and website development.

Job Description: Working with the Project Manager to support the development of the Water Bureau's Strategic Business Plan, this position will be charged with providing logistical support for internal and external stakeholder outreach; researching best organizational practices among other public water providers; supporting communications and engagement by proofreading written products, producing final PDFs, posting materials to the web, developing web content, and facilitating the document review process.

Qualified candidates will have:

- Exceptional ability to organize, track, and follow up on details for projects and tasks
- The ability to multitask and perform under tight deadlines
- Strong written and verbal communication skills
- Facility with Microsoft Office Suite tools
- Experience
 - conducting research through document searches, interviews, and meetings
 - developing and posting web content
 - developing concise, clear summaries and descriptions of public programs

Possible Duties:

- Organizing and tracking changes in Outlook for multiple stakeholder meetings at multiple locations
- Creating and following an event checklist to provide materials for meetings with various audiences
- Researching best practices among other agencies—research may include document searches or interviews
- Creating final web-optimized, bookmarked, password-protected PDFs of presentation or written materials
- Posting materials to public pages on the City website
- Writing web content
- Proofreading and quality-checking written materials produced by others
- Facilitating review process among multiple reviewers by tracking document status

Rate: \$18.00 an hour

Term: 15 hours a week for 12 months from start date, anticipated to be mid-November

To apply: Send résumé, cover letter, and two-page sample of professional or academic writing to jessica.letteney@portlandoregon.gov.

Deadline for applications: Monday, October 30, 2017 at 4:00 p.m.