

INTERNSHIP PROJECT MANAGEMENT Community Development Department

DURATION: Up to 10 months; 20-25 hours per week

SALARY RANGE: \$12-\$15 per hour

CLOSING DATE: July 29, 2016

THE POSITION

This internship will include assisting the Development Division, part of the Community Development Department, to create efficient project management processes for the various types of projects and programs implemented by the team. The ideal candidate has Project Management training and experience, as well as experience working on team projects in a professional setting.

ESSENTIAL FUNCTIONS OF THE JOB

- Research best practices for project management templates and processes
- Work with city staff to identify current project management practices used within the Development Division, including areas in need of improvement
- Develop project management templates and processes for the Development Division
- Test and improve project management templates and processes
- Train Development Division members on new project management templates and processes
- Assist development division to develop program and project level reporting tools
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Basic understanding of project management theory and principles
- Proficient with Excel spreadsheets
- Good customer service in an office environment
- Affiliated with an accredited college or university in a formal internship program

PREFERRED QUALIFICATIONS

- Working knowledge of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK)
- Basic understanding of real estate development processes
- Bachelor's degree in project management, real estate development, business, urban planning, economics, or other relevant field

HOW TO APPLY

Applications may be completed on our website at www.BeavertonOregon.gov/jobs or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.