



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
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## General Administration Internship

### Services We Provide:

The Oregon Cascades West Council of Governments' (OCWCOG) General Administration (GA) serves to coordinate the many community programs and functions of the organization; maintain and improve a healthy and productive workplace for its employees; and provide numerous consulting services to our members within our Region.

Services we assist our members with include: recruiting, financial accounting services, and technology services.

The Departments of Human Resources, Finance, Payroll, Contracts, Technology Services, and Facilities Management are housed within General Administration.

### Who We Serve:

OCWCOG was formed in 1970 as a voluntary association of governments in the tri-County Region of Benton, Lincoln, and Linn Counties. Its members include the three Counties, 21 cities, the Port of Newport, and the Confederated Tribes of Siletz Indians. Geographically, OCWCOG spans a Region from the crest of the Oregon Cascade Mountain range to the Pacific Ocean.

### Learning Opportunities:

Interns will have opportunities to learn about human resources; recruitment; safety and risk management; workplace wellness; employee training; privacy and confidentiality compliance; procurement; accounting; payroll; developing administrative skills; experiencing a professional work environment; and expanding their network of contacts in the field.

### Qualifications:

OCWCOG General Administration seeks to recruit professional and enthusiastic interns who are passionate about administration and driven to learn a wide variety of invaluable skills. An ideal candidate would be organized, detail-oriented, and responsible. Eligible interns must be at least 18 years or older.

### How to Apply for an Internship:

If you're interested in interning with General Administration, send **cover letter** explaining why you consider yourself suited for the position and copy of your **resume** either via **EMAIL** to [hrrrecruit@ocwcog.org](mailto:hrrrecruit@ocwcog.org), subject line: GA Internship; **MAIL** them to: Human Resources, Attn: GA Internship, Oregon Cascades West Council of Governments, 1400 Queen Avenue SE, Suite 201, Albany, Oregon 97322; OR **FAX** materials to 541-967-6123.