

Public Safety & Livability Neighborhood Liaison

Job Title: Public Safety & Livability Neighborhood Liaison

Reports to: Program Director

FLSA: Temporary Intern

Remote, Semi-Remote, Onsite: Hybrid (combination of remote work, neighborhood meetings, and occasional in-person meetings)

Background

A unique opportunity for a Lewis & Clark student to gain hands-on experience in civic engagement and community-based work across Portland. District 4 Coalition (D4C) is a nonprofit civic engagement organization representing the neighborhood associations in Council District 4 of the City of Portland, which includes Northwest, Southwest, and Southeast Portland. D4C provides grants, programs, and a direct channel between residents and City government.

Working under the guidance of D4C's Program Director, the Public Safety & Livability Neighborhood Liaison will attend Neighborhood Association board meetings throughout District 4 to better understand neighborhood priorities, identify common themes and emerging issues, and develop recommendations for D4C staff. The intern will also support the development of public safety and livability educational resources and programming designed to connect residents with relevant government agencies and community services.

Position Summary

The Public Safety & Livability Neighborhood Liaison supports District 4 Coalition's ("D4C") efforts to strengthen communication between neighborhood associations, community members, and public agencies. The intern serves as a relationship-builder, researcher, and support resource for both District 4 Coalition and the D4C Public Safety & Livability Committee (PSLC).

The intern will attend neighborhood association meetings, identify emerging community concerns and opportunities, support public safety and livability initiatives, coordinate with public agencies and community partners, and document key findings and recommendations for D4C leadership and stakeholders.

Essential Duties and Responsibilities

Neighborhood Associations

(approximately 65 total hours, or 5-6 hours/week)

- **Community Engagement:** Attend approximately 25 Neighborhood Association meetings throughout District 4 and gain firsthand experience to neighborhood-level civic engagement and volunteer leadership.
- **Research & Observation:** Document observations from each meeting and identify recurring themes, needs, challenges and opportunities across Neighborhood Associations.
- **Written Communication:** Prepare concise written summaries and recommendations following each meeting.
- **Project Management:** Independently schedule and track meetings, maintain accurate records, and manage a semester-long project.
- **Analysis & Recommendations:** Synthesize observations into a final Project Report that includes actionable recommendations for D4C.

Public Safety & Livability Committee

(approximately 65 total hours, or 5-6 hours/week)

- **Research & Observation:** Research and develop a directory of key contacts within City and County agencies who can support educational presentations and outreach efforts with Neighborhood Associations.
- **Analysis & Recommendations:** Using information gathered from Neighborhood Association meetings, collaborate with the Public Safety & Livability Committee Chair to develop a recommended educational programming framework featuring agencies such as the Portland Police Bureau, Portland Fire & Rescue, the Bureau of Emergency Management, the Office of Violence Prevention, and the Multnomah County Health Department.

Internship Structure

- **Duration:** Fall 2026 (September–December)
- **Schedule:** TBD Combination of in-person and remote work.
- **Final Project:** Complete a Project Report containing:
 - a. key observations, trends and recommendations identified through Neighborhood Association engagement, and
 - b. an educational programming framework and agency contact directory for use by the D4C Public Safety & Livability Committee.
- **Compensation:** \$23/hr

- **Academic Credit:** Student will complete a CDEV internship course for academic credit.

Key Competencies

- **Independent Work:** Ability to work independently and manage responsibilities across multiple meetings and deadlines.
- **Organization & Recordkeeping:** Ability to maintain accurate records and keep track of meetings, observations, and project materials.
- **Written Communication:** Strong ability to clearly summarize observations and develop thoughtful recommendations.
- **Community Engagement:** Interest in learning from community members and understanding how neighborhood organizations participate in local civic life.

Education and Credentials

- **Current L&C Student:** Open to any major; a 3.0 GPA or better is required.
- **Reliability:** A proven track record of excellent attendance and professional consistency.
- **Eligibility:** Must be 18+ with authorization to work in the U.S. (appropriate status to complete a paid internship as an international student meets this requirement).
- **Application Materials:** Resume, cover letter or statement of interest, references, transcript, and portfolio or sample work.