

Noteworthy Career Posts this Week (5/4):

The Career Center is pleased to assist you in finding a job. Below are job postings sent directly to the College. While most of the employment opportunities are with well-known/well-respected companies who are friends of the College, some are employers who found us through a variety of ways. The Career Center has not vetted all the opportunities below. You should do your due diligence to verify the integrity, surety, and trustworthiness of any employer before submitting any personal information.

Internships:

Multiple Opportunities – Legacy Summer Internship

Help develop a summer Junior Volunteer program! As a Volunteer Services Intern, you will interview, train, place, supervise, document, and recognize Junior Volunteers. The placement of these volunteers will be from June 21st to August 30th. You will also need to assist with orientation and lead at least one orientation, assure that all juniors meet compliance standards prior to their placement, and monitor assignments and provide supervision as needed. A Business Intelligence Intern position is also open! If you are interested in redesigning and rebuilding the BI program, auditing report usage, and doing inventory and updating stored procedures, then this could be the internship for you. If you are an undergrad, you will be paid \$12/hr, and \$14/hr if you are pursuing a Master's. **The application deadline is May 12th.** If you are interested, please visit either of the respective links to apply:
https://legacyhealth.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20170423112317
&
https://legacyhealth.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20170423124342
&

Jobs:

National Sales Assistant – KOIN 6 a Nexstar Media Group

KOIN 6 TV, Nextar Media Group Inc is looking for immediately hire someone for the position of National Sales Assistant. This position is full time, and applications are due by May 27th. The knowledge of administrative and clerical procedures and of systems such as word processing, managing files and records, and designing forms is preferred. KOIN 6 would also like the applicant to have a knowledge of Strata or Medialine, be a great problem-solver, and have excellent customer service skills. An associates degree, or vocational school is required, along

with 3 years of previous work-related, relevant experience. Does this sound like a perfect position for you? If so, visit <https://nexstar.hua.hrsmart.com/hr/ats/Posting/view/4855> to apply.

Multiple Job Openings – Standard TV and Appliance

Standard TV and Appliance is a family owned, Oregon based company that is looking to fill multiple open positions. Included in those positions is a Full-Time Delivery Driver, who works four, 10 hour shifts a week, which will include weekends. Wage begins at \$15/hr, with the potential to ear \$20+. Another open opportunity is as a Part-Time Delivery Driver, who works from about 4pm to 9pm, M-F. Wage is \$14/hr. The last highlighted position is that of a Delivery Helper. Shifts would be from 4pm to 9pm, M-F. Pay for this position begins at \$12/he. For all of these positions, you must have a valid driver's license, experience driving a 16' box truck/tow truck/flatbed, have the ability to lift heavy objects, and also look professional. **They are also willing to work with class schedules, if the applicant is still in school.** To apply, please visit <https://standardtvandappliance.applicantpro.com/jobs/>.

4th/5th Grade Teacher – Sonshine Christian Elementary School

Sonshine Christian Elementary School is looking for a 4th/5th Grade teacher for the 2017/18 school year! This applicant must be a Christian who regularly attends a local Bible believing church. They also must demonstrate experience, training, or skills in upper level elementary education, with an emphasis on reading and math development. A Washington State Teaching Certificate with the appropriate endorsements, excellent student management, and the ability to meet Common Core Standards are all necessary. Please send a resume with copies of your teacher's license and references to Sonshine Christian School at 11208 NE Hazel Dell Ave., Vancouver, WA, 98685, or scan and email them to hello@sonshinechristian.org.

Still Accepting Applications:

Internships:

Volunteer Opportunity – Tuality Healthcare

Are you interested in a healthcare based career? Looking for experience and exposure in a specific area of healthcare? Want to add community service to your resume for future applications? Trying to collect those last bit of service hours? Tuality Healthcare is looking for volunteers! If you are interested, please visit <https://www.volgistics.com/ex/portal.dll/ap?AP=819067298> to apply. For more information on Tuality Healthcare, take a look at their website: http://www.tuality.org/tuality/index.php/careers/volunteer_opportunities

Democracy Matters – Campus Leader Program

Democracy Matters is accepting applications for paid internships through their Campus Leaders Program. They are a non-partisan organization of students working on campuses across the country to educate people about the role of private money in politics, election reform, and their impact on democracy. As a Campus leader, you are expected to work a minimum of 10 hours/week. Your goal is to build a coalition of student activists on your campus, create a Democracy Matter chapter that can work with students, faculty, and community activists to get private money out of politics and people back in. A minimum of four campaigns/events a semester must be created. You will receive training and guidance from Democracy Matter staff link who will work with you each week to develop your skills as an organizer. **\$500 each semester or course credit will be given if needed**, as well as additional financial support for campaigns/event expenses. Please send your resume and cover letter to joanm@democracymatter.org. For more information, feel free to visit their website, www.democracymatters.org.

Youth Leader Internship – Portland Central Nazarene Church

Our church is looking for help with our youth group. We are looking for someone who can help take our youth ministry to the next level. This person would be leading our youth ministry - organizing and facilitating our group meetings (Bible study, games, fellowship), connecting with the youth and their families, engaging in life with them (attending their extracurricular activities when possible), further developing our youth leadership team (made up of youth), building a core team of volunteers, and equipping them to let their light shine in their school and community. We have a great core group of teens who have potential to do some great things for God and His Kingdom. We need the right person who can lead them in that direction. He/she would work closely with the pastor. This internship is about **20 hours per week**. **Compensation may be discussed**. For more information, contact Matt Huff at [503-760-6272](tel:503-760-6272)

Sports Ministry Intern - Base Sports

This position is an integral part of any Base Sports Team that takes place around the nation. As an intern you will be part of a team that runs a successful camp at a local church and has the opportunity to coach kids in a sport and lead them closer to Christ. You will be trained in sports coaching, telling bible stories, guiding volunteers, and leading high energy worship songs. National interns are required to raise \$1,000 for the organization. This covers travel costs. The local church will provide housing and meals for each intern on their Base Sports Team. Sports **interns can raise up to \$3,000 (in addition to the \$1,000)** to be paid to them at the end of the summer as salary: <http://www.basesports.org/summerstaff/application>

Non-Profit Fundraising Events Internship - Store to Door

Store to Door supports independent living for Portland area seniors and people with disabilities by providing a low-cost, volunteer-based shopping and delivery service. The Store to Door Intern will be the coordinator of Store to Door's annual Dine Out Fundraiser. Each year, Store to Door engages 20-25 Portland area restaurants and ask them to commit to donating at least 10% of their sales to Store to Door on one day. The intern will be responsible for engaging new and

previous restaurant partners, leading the social media and marketing push, and organizing the event from start to finish with the supervision of the Volunteer & Outreach Manager. This internship runs 6 months and **requires a time commitment of 5-10 hours per week. This is an unpaid internship, but will reimburse mileage up to \$0.50/mile.** Review of applications will begin immediately and positions are open until an intern is selected. Please contact Amanda McIver at Amanda@StoretoDoorofOregon.org or call 503-200-3333 for more information.

Jobs:

Special Products Producer – KOIN 6 a Nexstar Media Group

KOIN 6 a Nexstar Media Group is a television station in Portland, Oregon looking for an experienced Special Projects Producer. You must be someone who knows how to find and develop powerful, compelling and highly promotable stories that fit within the KOIN brand. Exceptional writing skills and in-depth knowledge of current events is essential. A Bachelor's degree in Communications, TV/Film or the equivalent and at least 5 years' experience as an investigative journalist or special products producer is preferred. To apply, please visit <https://nexstar.hua.hrsmart.com/hr/ats/Posting/view/4742>

Camp Counselor – Oregon Zoo

This temporary position focuses around the newly opened Education Center and classrooms at the Oregon Zoo! Camp Counselors will implement existing program curriculum or non-formal education activities. You will have opportunities to teach thematic programs for participants of all ages using zoo exhibits, hands-on activities, animal bio facts, and discovery stations. You must be able to follow a schedule, walk 3-5 miles an average a day, teach curriculum, and work as a team with other staff members. You also must be 18 years of age or older, have one year of experience working as part of a team of educators, First Aid/CPR certification, and inclusion experience with special needs children is preferred. To apply, please visit <https://www.governmentjobs.com/careers/oregonmetro/jobs/1717810/camp-counselors-oregon-zoo-temporary?pagetype=jobOpportunitiesJobs>

General Labor – Fisher Roofing

Are you looking for a good, steady job for the summer and/or school breaks? Fisher Roofing is hiring general laborers. If you are a hard worker with a positive attitude, you will gain new experiences while working outside all summer long. There is enough work available for you to work 40+ hours per week during the summer and over school breaks. Pay for this position begins at \$12/hour, depending on experience. You must be willing to work hard, feel comfortable climbing ladders and working on high, steep roofs in all weather, and be highly motivated. Candidates must be 18 years of age, legally eligible for employment in the US, and able to pass a pre-employment drug screening. Feel free to contact Fisher Roofing at 503-227-7663 for more information. If this sounds like the job for you, please complete an application at <http://www.fisherroof.com/employment.html>

Accounting Representative – Campus Point

Are you highly motivated, organized, and goal-orientated? If so, this could be the position for you! As Accounting Representative, you would record and reconcile transactions in the accounting system, assist with accounts payable and receivable, prepare reports and financial data as needed, and assist with payroll. A Bachelor's degree in accounting, as well as familiarity with bookkeeping and basic accounting procedures and the willingness to work on a flexible schedule is required. **Compensation is \$15-\$20/hr, depending on experience, and is part-time.** If interested, please visit <https://www.campuspoint.com/Jobs/20511>.

Multiple Opportunities – Oregon Metro

Oregon Metro has several job openings, such as a part-time custodial position. Pay for custodial starts at \$13.96 per hour. One year of experience in facility cleaning or janitorial work, or a combination of experiences that provide the knowledge and skills needed is sufficient. Positions for Camp Counselors, Electricians, and a HR Manager are also available. If interested in this position, or any others mentioned, please visit: <https://www.governmentjobs.com/careers/oregonmetro>

Financial Officer/Grant Administrator – Sunset Empire Transportation District

Sunset Empire Transportation District (SETD), based in Astoria, Oregon, is recruiting a Financial Officer/Grant Administrator. This position oversees all accounting and financial reporting functions and manages grants and contracts for the District, which includes three locations. It is a hands-on management position. This position plays a critical role in partnering with the senior leadership team in strategic decision making and operations as the District continues to enhance its public transportation services and deliver quality programming. This position reports directly to the Executive Director. A 2 or 4 years accounting degree, 5 years of fund accounting, grants, and contract management, as well as a high proficiency in Excel and QuickBooks is required. For the application, please visit www.ridethebus.org. Print out the application, and return it along with a resume to SETD Attn: Jeff Hazen, Executive Director, 900 Marine Drive, Astoria, OR, 97103, or email to jeff@ridethebus.org. **Deadline to apply is April 28th, 2017.**

Branch Office Administrator – Edward Jones

Are you an organized individual capable of self-managing time? Does it excite you to provide a high level of service in a team environment? If so, this could be the position for you! As a Branch Office Administrator (BOA), you play an important role in serving our clients and successfully operating our branch offices in partnership with Financial Advisors. You would work independently to organize and manage a wide range of administrative and client support activities. The applicant must be client service focused, have self-directed initiative, and have the flexibility to adjust to evolving client and branch needs. To apply, please visit: https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=302262&PartnerId=26235&SiteId=5374&type=mail&JobReqLang=1&recordstart=1&JobSiteId=5374&JobSiteInfo=302262_5374&gqid=950#jobDetails=undefined

Corps (Church) Administrative Assistant – Salvation Army

As an administrative Assistant, you would represent the Salvation Army Portland Tabernacle Corps Officer in matters relating to corps business (religious and nonreligious) to members of the corps and of the general public. You would also be completing a day-to-day financial process involving accounts receivable, accounts payable, and bank deposits. The applicant must have an expert level of written and verbal communication in English, a working knowledge of PowerPoint, Access, Word, Excel, the ability to type 55 words/minute, and the willingness to lead another to conversion of Christianity. Interested? Please visit: [https://rn22.ultipro.com/SAL1002/jobboard/JobDetails.aspx? ID=*60F15F13269410ED](https://rn22.ultipro.com/SAL1002/jobboard/JobDetails.aspx?ID=*60F15F13269410ED)

Infant Teacher – Sunshine School

As an Infant Teacher, you would work directly with children ages 6 weeks to 2 ½ years old. You would be in charge of any tasks, including cleanup, in your room. You must have previous teaching experience with Infants and/or toddlers in a certified Child Care Center or training in the field of early childhood development. A first aid, CPR, and food handler's certification, as well as background check is required. A statement of faith with the Trinity Fellowship Church must also be made. This position is **full-time, 7am to 4pm, M-F**. Please email a cover letter and resume to sunshine@tfpdx.com.

High School Math Teacher – Salem Academy

As a High School Math Teacher, you would be teaching Algebra II, Pre-Calculus, and Statistics. Your primary role and responsibility is to help students develop critical thinking skills, establish a strong work ethic, and learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible individuals who will grow to know and serve God. For more information on Salem Academy, feel free to visit salemacademy.org. The applicant must hold a bachelor's degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period. You must also hold a State of Oregon teaching certificate. To apply, please visit: <http://salemacademy.org/about/careers/>.

ASPIRE Coordinator – Milwaukie High School

ASPIRE trains adult volunteers to work one-on-one to help high school students plan, prepare, and achieve their postsecondary education goals, which may be college or a career-technical school. The ASPIRE coordinator is responsible for the day-to-day supervision of ASPIRE advisors. The applicant must become familiar with the ASPIRE curriculum, web site, and other web resources, while also providing initial and ongoing training to ASPIRE advisors on school policies and regulations. A college degree is not required, although experience as a student at a career technical school or college would be beneficial. If interested, please contact Irvin Brown, Assistant Principal, at brownir@nclack.k12.or.us.

Infant and Wobbler Floater/Teacher – Sunshine School

As an Infant and Wobbler Floater Teacher, you would work directly with children ages 6 weeks to 2 ½ years old. You would help support the classroom teachers in the Infant and Wobbler

programs by providing teachers with breaks and lunches, maintain classroom laundry, washing classroom dishes, and completing any other tasks that are necessary. You must have previous teaching experience with Infants and/or toddlers in a certified Child Care Center or training in the field of early childhood development. A first aid, CPR, and food handler's certification, as well as background check is required. A statement of faith with the Trinity Fellowship Church must also be made. This position **starts at 30 hours per week (Monday through Friday, 7:30am-1:30pm), at \$10-12/ hour.** Please email a cover letter and resume to sunshine@tfpdx.com. **If more hours are desired, you can also apply to be a Substitute Staff member.**

Court Refinisher – Dominate the Hardwood

Are you looking for fulltime employment? Dominate the Hardwood is looking for workers to travel around the PNW and help refinish gym floors. **You would work 40-60 hours/week and work at a rate between \$12-14 per hour.** If interested, please contact Erik Sigurdson at (877) 929-6677.

Program Specialist, Unit Counselor – Girl Scouts of Oregon & SW Washington

The Girl Scouts are looking for fulltime workers from June 18 – August 28 to help operate their three overnight camps. You will be working with girls entering 1st through 12th grade and living onsite in screen cabins and yurts. At least one full day off the camp site will be given. Duties include setting up, maintaining, and closing down program areas during camp, developing and providing quality programs, and engaging in cooperative behavior. You must be 18 years of age, have current CPR/AED card for adult and children, and have training in archery, lifeguarding, small craft safety (canoe, kayak, rowboat), belay, crafts, horses, and/or nature with a willingness to gain skills in other areas. **You will receive \$250-300 per week** depending on your certification. If interested, please apply at

<https://girlscoutsw.applicantpool.com/jobs/118343.html>

Multiple Job Openings - Latino Network

Latino Network's mission is to positively transform the lives of Latino youth, families, and communities. Their programs for children, parents, youth and adults help improve community livability, foster civic participation, and prepare for educational and life success. Currently, Latino Network is hiring for multiple positions including a **Director of Finance and Operations, Seasonal Market Support Specialist, SUN Extended Day Instructor,** and many more. To read about these positions visit <http://www.latnet.org/job-opportunities-1/?locale=en> and for more information about Latino Network visit www.latnet.org or their Facebook page www.facebook.com/latnet

Band Leader – Orchards United Methodist Church

Orchards United Methodist Church in Vancouver, Washington is seeking a dedicated Band Leader and pianist. In this position, you would lead the praise band and congregation in Sunday worship as well as special services throughout the year. **This position is part-time.** Please send your resume and cover letter to office@orchardsumc.org.

Financial Advising Assistant – Gregory L Baker

Are you interested in financial advising, and a part-time job? If so, this might be the perfect position for you! A professional, detail-oriented person with knowledge, or the willingness to learn, of CRM, Outlook and other industry software is needed. This position would be about 8-10 hours per week. For more information regarding this position, please contact Greg Baker at (503) 280-7153.

College Possible – Americorps and VISTA

College Possible is a growing nonprofit dedicated to coaching low-income students to-and-through college, breaking the cycle of poverty and empowering our workforce. There are **over 250 positions** open in Minneapolis/Saint Paul, Milwaukee, Omaha, Portland, Philadelphia, and Chicago. A four-year college degree is required, and candidates should have leadership skills, high levels of achievement in academics, and a strong commitment to College Possible. Candidates from **all academic majors are welcome to apply**. For more information and the ability to apply, visit <https://collegepossibleamericorps.applicantpro.com/jobs/457666.html>.

Professional Mentor – Portland Opportunities Industrialization Center

Do you enjoy working with people from a wide-range of backgrounds? Do you want to be a part of a fast-growing organization, and join a talented staff that is dedicated to the mission of educating and supporting youth through the age of 25? Then this might be the job for you! POIC is looking for mentors to focus on CHI Elevate for Black Men. The candidate must be available **Monday through Fridays, 10am-6:30pm**, as well as weekends and evenings as it is needed. You will be serving African American males, ages 17-25, who are gang impacted, have committed high level misdemeanors, and/or lower level lower offenses, and are at high risk or further penetration into the criminal justice system. To thrive in this position, you must be highly enthusiastic, experienced, and motivated. An associates degree and 3+ years of demonstrated case management experience is required for this position. To apply for this position, submit a cover letter addressing your qualifications for the position and why you are interested in joining the POIC team, three professional references, and a resume to jobs@portlanddoic.org, with Professional Mentor – CHI in the subject line.

Worship Leader- Mountain View Community Church

If you are interested in working with a mobile church in the Portland area, this job just might be perfect for you. Mountain View Community Church holds two services every Sunday morning at Clackamas Community College, and rehearses in Oregon City. This position **starts at about ten hours per week, with the possibility of an increase in hours** dependent on skills and gifting. This position requires weekly meetings with the worship band for practice, leading the congregation in worship each week for two services, prayerfully selecting each worship set, and thoughtfully arranging the worship set into easy worship. If you are interested, please send a resume and a few video or audio files that describe your sound and style to Aaron Anderson at aaron@mvcommunity.net. Interested? Check out their website and see who they are: mvcommunity.net.

Nursery Attendant – St. Paul Lutheran Church

Do you enjoy working with young children? St. Paul Lutheran Church is in **immediate need** for a **part time** nursery attendant on Sunday mornings from 9:30-11:30am. The ages of the children

range from a few months to about five. They pay **\$20** for two hours of child care. If you are interested, please contact Katherine Schroeder at (503) 539-2562.

Multiple Summer Teaching Positions – Institute of Reading Development

The Institute of Reading Development is seeking candidates for summer 2017 teaching positions. We seek applicants with an undergraduate degree or higher from any discipline. We provide a paid training program and comprehensive on-going support. Our classes for students of all ages improve their reading skills and teach them to experience absorption in literature. Teachers typically earn between \$520 and \$700 per week while teaching. Submit an online application and learn more about teaching for the Institute at: <http://instituteofreadingdevelopmentteachingjobs.com/>

- ✓ **To search for more job opportunities, visit our website! We have provided links for the top search engines to help you with career exploration.**
- ✓ If you would like any additional information or contact information for the listed jobs, please let either of us know. We would be happy to connect you!
 - Rod Johanson 503.517.1010 rjohanson@warnerpacific.edu
 - Lisa Werner 503.517.1692 lwerner@warnerpacific.edu