

Noteworthy Internships & Jobs (8/28)

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 - Passion Impact

Passion Impact is a local nonprofit organization that is dedicated to empowering students to chase their passions through community service. They currently have six positions available for their Fall Internship Program. The positions include grant writing, donor relations, development, game design, public relations, and human resources. They are accepting interns who are currently enrolled as undergraduate or graduate students- or students who are less than one year out after graduation. The internship program begins on September 18, 2017 and runs through February 12, 2018. For more information about their opportunities, please visit www.passionimpact.org or contact Stefan Peierls at stefan@passionimpact.org.

Jobs:

Business Integration Specialist – WellHaven Pet Health

WellHaven Pet Health is a recent startup focused on the acquisition and management of Veterinary hospitals. The Business Integration Specialist is responsible for a group of activities in the due-diligence process related to Veterinary Hospital acquisitions. These activities range from securing historical financial performance data, ownership documentation, lease and contracts documents and information. Required qualifications include competency in Microsoft products and as associates degree in finance or accounting. For more information, contact Mike Mason at Mike.Mason@wellhavenpethealth.com.

Mentor - Edwards Center

Edwards Center is a non-profit organization that prides itself on providing outstanding support to adults with intellectual disabilities. They assist clients in developing independent living skills in residential, employment, classroom, and recreational settings. Previous experience is not required to work with Edwards Center. They provide a mentorship program which provides comprehensive leadership training for those interested in growth, professional development, and possible advancement. Hourly entry level

wages start at \$11.40. They offer excellent benefits and paid time off. Interviews are conducted by appointment, Monday through Friday from 9a.m. until 3p.m. at the Edwards Center Corporate Office. To apply for employment or inquire, contact Human Resources by phone at 503-642-1581, ext. 202 or visit online at www.edwardscenter.org.

Activities Coordinator – Franklin High School

Responsibilities for this position include implementing ASPIRE mentoring and tutoring program, tracking student participation data, assisting with SUN and school events, recruiting volunteers and student participants, providing support for students, staff, community members, and school staff, and overseeing services and activities in the absence of the site manager. This position is part time, approximately 24 hours per week and pays \$15 per hour. The schedule is Monday through Thursday 12:00-6:00pm. For more information contact Amber McGill at amcgill@impactnw.org or visit their website at www.impactnw.org.

Multiple Positions – Metro

If you live in a Metro First Opportunity Target Area you may be eligible to apply for, and have preferential consideration for positions at Metro Exposition and Recreation Commission managed venues. Metro is currently hiring in positions such as deputy director, assistant director of marketing, program assistant, food service workers at the Oregon zoo, security agents and audio visual technicians at the Oregon convention center, and more. To view complete employment opportunities visit www.oregonmetro.gov/jobs or call 503-797-1570 to request a copy be sent to you via email.

Still Accepting Applications:

Internships:

Community Engagement & Food Access – Zenger Farm

Zenger Farm is a nonprofit working urban farm in Portland, Oregon that promotes and educates about sustainable food systems, environmental stewardship, community development, and access to food for all. Interns work with a team of staff, volunteers, and community leaders to facilitate community engagement and educational activities focused on improving equitable access to nutritious foods, health, and wellbeing. This internship is a 4 to 8 month commitment starting September 12th. Applicants must be willing to commit to 9 to 16 hours per week, including Tuesdays from 2:30- 9:30pm. For more details and a complete internship application, please email me at wsas1@warnerpacific.edu.

Mentor – Community Vision

Are you interested in mentoring a young adult? Dream Builders Alliance supports young adults who experience a disability through 1-on-1 mentoring. In this position, you will be supporting young adults (16-21 years old) experiencing a disability for 1-5 hours per week for 6 months, develop skills while exploring mutual interests, and engage in activities that could include riding public transit, attending college classes, or just going out into the community and having fun. For more info or to apply, contact Rachel at reaton@cvision.org or at (503) 292-4964. Feel free to also visit cvision.org.

Externship – Consulate of Mexico in Portland

While participating, you will be collaborating within the “Defense Center” Project of the Department of Protection and Legal Affairs of the Consulate. You will also be using the online platform IMMI to help identify possible immigration reliefs and provide an initial screening to the personas coming to this center. This applicant must have excellent communication skills, proficiency in Spanish (both written and spoken), and the ability to work independently in a fast paced office. This Externship lasts through the summer and fall of 2017, and requires a minimum of 15 hours per week and a minimum of 3 months. To apply, please send a cover letter and resume to Helieta Gonzalez at hgonzalez@sre.gob.mx.

Jobs:

Portland Central Eastside Job Fair

SE Works has collaborated with Central Eastside Industrial Council to host the Portland Central Eastside Job Fair on **Wednesday, August 30th from 11:00AM to 2:00PM**. The job fair will take place at the 100 Se Alder Building (home of the Portland Night Market) and will feature many of the Central Eastside’s leading businesses. There will be over 30 employers present and this will be a great opportunity to network and meet hiring managers from: Dave’s Killer Bread, Superior Label, Aramark, Franz Baker, Biketown, New Seasons Market, UPS, TriMet, Gunderson, Elephant’s Delicatessen, Chevy, Subaru, Portland Fire & Rescue, Fedex, and many more! There is no charge to both employers and job seekers.

Homeownership Program Coordinator – PCRI

This position prepares PCRI residents and community members for homeownership. The coordinator is responsible for carrying out the day to day operations of the homeownership program to provide excellent counseling and education services. For more information about the homeownership program, please visit www.pcrihome.org/programs/homeownership. A bachelor’s degree or equivalent work experience is required. Applicants must also be willing to acquire a Homeownership Counseling certification. Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package. Interested candidates should submit a resume and a cover letter addressing qualifications for the position to jobs@pcrihome.org. For a complete list of qualifications, please email me at wsas1@warnerpacific.edu.

Collection Specialist - Cash Flow Management, Inc.

Cash Flow Management, Inc. is a debt collection agency located in the heart of the Foster Portland area. They have developed a reputation for generating high returns with minimal complaints. They are committed to treating debtors with respect and satisfying clients’ needs through exceptional service. They are seeking someone who is looking for full-time employment. They need someone who is highly motivated, able to multitask effectively, and detail oriented with excellent communication skill. This position will pay \$11.25 per hour. To apply, please send your resume to jgreen@cfmcollect.com.

Facilities Manager – Oregon State Bar

The OSB regulates the practice of law in Oregon and provides a variety of services to its members and the public. They are looking to fill the position that will provide management of the day to day maintenance operations of the OSB Center facilities to ensure a safe and secure work environment.

Candidates should have two-year college, technical, or vocational degree or certificate in facilities maintenance. The minimum of this salary range is \$5,251 per month. The OSB offers excellent benefits. For full job details, go to <http://www.osbar.org/osbcenter/openings.html>. To apply, email a resume with a cover letter to hr@osbar.org.

Worship Ministry Leader – Glenfair Church

The position of worship ministry leader is to lead the Glenfair family and guests into an authentic expression of worship through music and the creative arts. This is a part-time position (approximately 10 hours weekly) that focuses primarily on providing a blended service on Sunday mornings during the 11am service. If you are interested in learning more about this ministry opportunity or to apply, visit and send a copy of your resume to Steve Davis, pastor.glenfair@gmail.com.

SUN Community School Site Manager – Latino Network

This position is critical to the continued growth and sustainability of Latino Network's school based programs. The SUN Community School Site Manager supervises site-based SUN staff, organizes extended day and family engagement activities, and cultivates strong relationships with school and partner organization staff. This position is full time and pays \$36,000 - \$42,000 based on experience. The position is currently available at both Kelly Elementary and Harvey Scott. Requirements include a bachelor's degree in education, public administration, social work, or a related field and three years of experience directly related to the position, preferably management experience. For more information, visit www.latnet.org. To apply, please submit a cover letter and resume to HR@latnet.org.

Accounts Payable Specialist – Latino Network

The Accounts Payable will primarily serve as support to the Director of Operations and Finance for the organization's finance functions, and help ensure that the basic operations run effectively and efficiently. They will complete payments and control expenses by receiving, processing, verifying, and reconciling invoices. To include preparation of periodic financial reports, assist with audit preparation, and other general financial functions. Additional, they will support general operations as necessary. This position pays \$16.00 hourly, part-time, 20 hours per week. For more information about Latino Network visit www.latnet.org. To apply submit a cover letter and resume to HR@latnet.org.

MAXOutreach – Multiple Positions

MAXOutreach is a complete recruitment and compliance solution with the nation's largest network of over 87,000 community organizations that connects employers with local talent committed to helping their community members gain meaningful employment opportunities. The community partnering groups include state agencies, veterans' groups, welfare organizations, ethnic and multilingual groups, government agencies, non-profit and for-profit government funded job placement services, senior services, and faith based organization. To review all local jobs in your area please visit this website <https://service.maxoutreach.com/cbo/Jobs/Index?resourceId=72126>.

Experienced Fleet Technician – Pepsi

This position performs diagnostic and repair work, including scheduled preventative maintenance and necessary repairs to automobiles, trucks, vans, and forklifts. This department includes a variety of positions and job opportunities, ranging from entry-level to master technicians; 3-5 years of relevant work experience are required for this experienced level position. Pepsi provides training and continuous education to

continue your career development. This position is full time and the starting pay is \$24.71 per hour. A CDL A permit is required prior to hire. For more information or to apply visit www.pepsicojobs.com.

Cook – Pacifica Senior Living

Pacifica Senior Living is a care facility specializing in Alzheimer's Dementia. They are seeking a full time cook who is energetic, creative, organized, and self-motivated with excellent communication skills. This position assists the dining services director in preparing appealing, nutritious, heart-healthy, tasteful, and fresh meals for residents, prospective residents, families, and guests. If you are interested in applying please contact Wendy Littlepage via email at fsd.portland@pacificaseniorliving.com.

Customer Service Representative - Thrifty Car Rental and Parking

The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to their customers. This sales commissioned team member provides world class customer service and professionally sells Dollar Thrifty Automotive Group products and services to meet the customer's travel needs. A minimum of one year of sales or customer service experience is required. Eligible employees will receive a \$4000 sign-on bonus when they join Hertz. For more information or to apply visit <https://usjobs-dtag.icims.com/jobs/134957/job>.

Multiple Positions - Allied Universal

Allied Universal provides service, systems, and solutions to protect and care for the people and businesses in our community. They are currently seeking employees in four diverse fields: security professional positions, corporate and field positions, technology and security systems, and janitorial positions. Many positions include medical, dental, and vision insurance, flexible spending accounts, and 401K plans. For more information and a complete list of job opportunities in your area contact Kacie Teague at Kacie.teague@aus.com or apply online at <http://www.aus.com/careers>.

Youth Engagement Specialist – Latino Network

Responsibilities include outreach and recruiting, logistical planning, curriculum implementation and individual case management. This position requires excellent follow through, high attention to detail, professional writing skills, and excellent communication with Latino Network community partners, staff, and program participants. The Specialist must have facilitation experience and be able to guide conversations clearly and fluently in both English and Spanish. This position is full time, offers \$32,300-\$40,700, and great health benefits. For more details or to apply visit <http://www.latnet.org/job-opportunities/2017/7/28/youth-engagement-specialist-2-positions-open>.

Director of Information Technology – Oregon State Bar

The Oregon State Bar (OSB) regulates the practice of law in Oregon and provides a variety of services to its members and the public. The position requires managing overall information technology resources and operations, including the bar's technology related projects, networking and system infrastructure and analysis, databases, hardware and software, programming, etc. For this salary range, the minimum is \$8,178 per month and the midpoint is \$10,000 per month. The OSB offers excellent benefits. For full job details, visit <http://www.osbar.org/osbcenter/openings.html>.

Habitat Restoration Educator - Columbia Slough Watershed Council

In Partnership with the Confluence Environmental Center and the Columbia Slough Watershed Council (CSWC), the Member will help lead the CSWC Restoration Education program. The main focus will be leading High School youth mentors and elementary school students as they learn about habitat restoration and assist with a project in a natural area near their schools. Time will be spent on k-12 (primarily 4-6th grade) classroom and field trip place-based science education (25%); restoration program focus, including student planting projects (50%); and outreach and event support (25%). Expected work setting will be approximately 50% office, 25% field, and 25% classroom. Outdoor activities will include leading students in planting or clearing invasive plants (fall and winter months), site surveys (spring and fall,) flatwater paddling (canoe or kayak), and teaching assistance. For more information or to apply, visit https://columbiaslough.org/about_the_council/job_opportunities/

- ✓ **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
 - Christina Hopkins 503.517.1692 wsas1@warnerpacific.edu