

Noteworthy Internships & Jobs (7/4)

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 (PAID) Internships - Providence Health

Providence is calling undergraduate senior-level college students to fall internship opportunities in the Portland metro area. Further details regarding exact departmental responsibilities will be provided after the application process; however, the following are some of the areas where we anticipate there to be internship opportunities: **Public Relations and Communications, Nursing Administration, Finance, Physical Facilities, School Outreach, Vision Connection, Talent Acquisition, Transportation Programs and Policy, and more!** These internships last one academic term (10-15 weeks) and you must be available 2-5 days or 20 hours per week. These paid internships (offering \$15/hour) run Sept. 11 - Dec. 15. Preference is given to applicants who are in the first generation of their families to attend college. The application deadline is Friday, July 14. For more details regarding internships and the application process, visit <http://oregon.providence.org/our-services/s/school-outreach-internship-program/>

Jobs:

Multiple Positions - Metro

At Metro, they hire a workforce representative of the communities they serve, understanding that a diverse workforce strengthens their organization. They value diversity and support a positive and welcoming environment where all employees can thrive. Metro employees are guided by the shared values of public service, excellence, teamwork, sustainability, innovation and respect. Sound like a place you'd like to work? Currently they're hiring the following positions: **Accountant, Administrative Assistant, Associate Parks and Nature Planner, Bike/Pedestrian Count Program Intern (Paid), Education Assistant, Events Planner, and more!** To see full job descriptions, visit <https://www.governmentjobs.com/careers/oregonmetro>

Upper School English Teacher - Mission Valley Christian Academy (Polson, MT)

This position will instruct junior and high school English classes from a biblical worldview. The ability to teach a foreign language is highly desired and Spanish would be preferred. Class size will be between 5-

15 students. A BA in Language Arts from an accredited college is required with a major or minor in Spanish (or other foreign language) desired. The starting salary is \$22k. To apply, visit www.missionvalleychristianacademy.net

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/

Communications Specialist - Verde

In Partnership with the Confluence Environmental Center, Verde leads Living Cully, a collaborative effort of Habitat for Humanity Portland/Metro East, Hacienda Community Development Corporation, the Native American Youth & Family Center and Verde. Living Cully reinterprets sustainability as an anti-poverty strategy, braiding together traditional social service resources with environmental resources. Living Cully makes a real difference in the lives of low-income people and people of color in the Cully neighborhood by building and maintaining affordable housing, building green infrastructure, creating jobs and job training opportunities, preventing displacement, and building community. The Communications Specialist will take the lead on creating content for the Living Cully and Verde websites (20%), and other communications for the community, including social media updates and e-newsletter creation (15%). The Communications Specialist will do outreach to diverse community members about Living Cully events and programs (20%), carry out volunteer recruitment (10%) and support community meetings and events (5%). The member will also be responsible for managing the contact management system for community programs (10%). For more information or to apply, visit https://static1.squarespace.com/static/54405678e4b0635ae5d5c4c2/t/59289265440243fba66dd437/1495831142635/VERDE_PD.pdf

Office Administrator - Fairbanks Scales

The Office Administrator position at Fairbanks Scales is an administrative position in the Field Service Organization of the Company. The Office Administrator supports the operations of Field Service Technicians, the Area Service Manager, and meets the needs of their customers. Some of the responsibilities include answering all incoming phone calls, handling general customer inquiries, managing payroll and invoices, typing correspondences, and other clerical work as assigned. General requirements include 2-4 years of experience in an administrative role, working knowledge of spreadsheets, and possess a personable, cooperative attitude. For more information or to apply, <https://www.ziprecruiter.com/jobs/fairbanks-scales-a2014a40/office-administrator-4c6011f5>

Still Accepting Applications:

Internships:

Marketing Intern – Portland’s Center for the Arts

This opportunity gives college students in their junior or senior years a unique opportunity to work in various areas of Booking, Sales, and Marketing and Promotions. The Marketing Intern will assist with events, routine administrative duties, and be assigned to specific projects related to the promotions and/or operation of Portland’s representatives, the marketing intern will develop and complete a final project which will be the culmination of their experiences over the six months, June-December. To qualify for this position, you must have an interest in venue or arts organization, be willing to commit to 20 hours per week, have experience with Microsoft Office Suit, be willing to perform some mundane tasks, and be able to take constructive criticism. If you would like to apply for this internship, visit <https://www.governmentjobs.com/careers/oregonmetro/jobs/1742358/marketing-intern-portland5-centers-for-the-arts?pagetype=jobOpportunitiesJobs>

Medical/Dental Outreach Team Leader – Volunteers Around the World

Volunteers Around the World (VAW) is a Humanitarian Organization devoted to improving the standard of living for those that live in some of the most poverty stricken communities of the world. Their focus is to provide communities with access to medical treatment, medication, nutritional security, clean water, and health education. VAW is looking for an intern (team leader) to form and prepare a team of student volunteers during the 2017-2018 school year. The team will travel to Peru, the Philippines, Panama, Guatemala, or the Dominican Republic during the winter, spring, and/or summer of 2018 and participate in the operation of mobile medical clinics and health education in underserved communities. The most important quality of a potential VAW member is that of being a self-starter. Though you will have constant access to the staff, much of the work will require you to be self-motivated as you will have no direct supervision. Applicants must also be very outgoing and social. Being comfortable talking to strangers and in front of large audiences is essential. If you would like more information about the internship, please feel free to contact Renee via email (renee@vawglobal.org) or call 864-406-3366, ext. 1.

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 included 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 Helietta Gonzalez at hgonzalez@sre.gob.mx.

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)

Jobs:

Early Learning Partnership Coordinator (VISTA) - KairosPDX

KairosPDX is a non-profit organization and public charter school focused on delivering equitable education to underserved children, their families and their communities. Our mission is to eliminate the prolific racial achievement and opportunity gaps by cultivating confident, creative, compassionate leaders. The Early Learning Partnership Coordinator VISTA will build the human and resource capacity of Kairos to increase educational enrichment opportunities for economically disadvantaged and culturally diverse students. The VISTA will complete this by building early learning community partnerships, performing community outreach specific to early learning networks and identifying areas where Kairos can support and incorporate early learning into our programs. For more information or to apply: <http://kairospdx.org/careers/>

Direct Support Professional - Coast Rehabilitation Services

Coast Rehabilitation Services provide homes for adults with developmental disabilities. They are looking for people who enjoy helping others and like to have fun while doing it. Their residents need help with activities of daily living like dressing and feeding; they also need someone to take them to do things in the community like dining out, swimming, movies, shopping, concerts, and going to the gym. No experience is necessary, as they will train the right individuals. All shifts are available with flexible schedules (10-40 hours/week). This position offers \$11.25/hour as well as a competitive benefit package. For more information or to apply: <http://www.coastrehab.org/employment.php>

Director of Advocacy - Latino Network

Latino Network seeks a mission-driven professional with demonstrated experience to lead our policy advocacy and leadership agenda. A successful candidate will possess a highly developed political analysis, has a strong leadership background in political and advocacy work and can successfully operate in a fast-paced environment while also serving as a chief strategist and advisor to LN leadership and staff. This person should also possess a demonstrated experience in campaign management, leading

policy advocacy, lobbying, and project/program management; as well as have a track record of policy gains and advances in which she/he/they played a significant leadership role, and will possess a network of seasoned relationships in government, political and nonprofit sectors based on their policy advocacy work. For more information: <http://www.latnet.org/job-opportunities/2017/6/16/director-of-advocacy>

SUN Extended Day Instructor (Seasonal) - Latino Network

Latino Network seeks a bilingual, bi-cultural mission-driven professional with proven nonprofit and community experience to lead a full range of activities for a growing organization. As part of a dedicated team working toward a shared vision, the SUN Summer Instructor is charged with supporting the SUN Site Manager. This is a roll-up-your-sleeves position with the capacity to impact the education and wellbeing of hundreds of young Latino children and their families each year. If you are resourceful, able to build strong relationships, and passionate about working for educational equity, then the Latino Network is the place for you. For more information: <http://www.latnet.org/job-opportunities/2017/1/17/sun-extended-day-instructor>

Multiple Positions - Sunshine School

Sunshine School offers year-round programs that nurture each student's academic, emotional, spiritual, physical, and social development. As a faith-based nonprofit and a ministry of Trinity Fellowship Church, Sunshine School is committed to serving our community with integrity, excellence, and compassion. We are seeking staff members that want to be a part of that mission. They are currently hiring multiple positions including **Preschool Teacher, Preschool Assistant, Infant Teacher, and Infant & Wobbler Afternoon Assistant / Kitchen Assistant**. All of these positions are 30-40 hours per week. To learn more about Sunshine School, visit their website: <http://sunshineschoolpdx.com/> To access the full job descriptions for each position, please contact the Career Services staff.

Administrative Assistant - Market Appraisals Inc.

The Administrative Assistant is responsible for daily work flow of appraisals in the network. The ideal candidate will prioritize and manage appraisal order requests by facilitating order placement, follow up, and retrieval of completed appraisal reports. This position requires high attention to detail and the ability to work in a fast paced environment while maintaining excellent customer service and organizational skills. Experience in the Mortgage, Real Estate, or Financial Services industries is a big plus. This position offers \$15/hour: <https://www.campuspoint.com/Jobs/20757>

Social Media Coordinator - Arena

The Social Media Coordinator is responsible for developing content across social media, the company website, press releases, direct marketing, and other project based tasks in collaboration with the marketing team. The ideal candidate understands athletes, is excited about performance products, and has a flair for storytelling. This position offers a salary of \$35k-\$45k. To learn more about this position, visit <https://www.campuspoint.com/Jobs/20760>

Multiple Positions - City of Portland

The City of Portland is hiring the following positions: **Tribal Liaison, Administrative Assistant, Recreation Leader - Preschool, Engineering Associate - Structural, Engineering Associate - Civil, Assistant Business Systems Analyst, Operating Engineer 1, Finance/Property/Technology Manager, and Wastewater Operator 2**. For the complete job descriptions and/or to apply, visit www.portlandoregon.gov/jobs

Teachers - Spring Mountain Christian Academy

Northwest Christian Education (NCE) is committed to equipping students to think well, learn fast, and apply Christian values in daily life. They are currently hiring multiple teachers for the upcoming 2017-2018 academic year for the following positions: **2nd Grade, 6th Grade, and high school (biology, science, history, Bible)**. Still in college or not certified yet? No problem! Visit their website www.Ncek12.com or contact the school's principal for more information springmountain@ncek12.com

AVID Tutor – Parkrose School District

The Parkrose School District is looking for college students who want to make a difference working with young people in our community. They are a diverse school looking for a diverse group of tutors who know they can be great role models. Parkrose will be pay \$13/hr, with about 19 hours a week of work. If you have any questions or want to apply, please contact ediza@parkrose.k12.or.us

Seasonal Park Worker – Blue Lake Regional Park/Oxbow Regional Park

In this position, you will be asked to complete a variety of jobs, including cashiering, customer service duties, and entry-level maintenance and operational tasks at Metro's parks, boat ramps, campgrounds, picnic areas, playgrounds, trails and cemeteries. To qualify for this position, you must be at least 18 years old, have a high school diploma or GED, have some customer service and cashiering experience, possess a driver's license, and be able to lift and carry 50 lbs. without assistance. To apply for this position, please visit <https://www.governmentjobs.com/careers/oregonmetro/jobs/1670339/seasonal-park-worker?page=2&pagetype=jobOpportunitiesJobs>

Digital Marketing Account Manager – Ideas Collide

Ideas Collide is an energetic digital agency on the cutting edge of web development, marketing automation, and database marketing for enterprise clients world-wide. They deliver award-winning, results driven, marketing campaigns by empowering passionate and collaborative team members. Account Managers at Ideas Collide oversee end-to-end project planning, execution and analysis, as well as manage key client relationship. This role is an important communicator between external and internal teams to deliver integrated marketing campaigns with business impact. 4-5 years' experience with project managing in marketing or communications, a Bachelor's degree in Marketing, Communications, Advertising, or Business, and a strong, proven collaborative ability are all necessary for this position. To apply, please visit <https://www.macslist.org/macslist/Ideas-Collide/Digital-Marketing-Account-Manager/pHPqV2ZFf65r/>

Parent Coach – Metropolitan Family Services

MFS help people move beyond the limitations of poverty, inequity, and social isolation. Through social innovation and a focus on prevention, MFS delivers proven programs to help people succeed at home, in school, and in the community. Metropolitan Family Services is looking for qualified and dedicated employees committed to helping us strengthen the community. In this part-time position, you will be under the general supervision of the Lead Program Manager. You are responsible for the outreach and recruitment to fill the caseload and the implementation of individual coaching and using the Nurturing Parenting curriculum. A BA or BS in public service or human; MSW or MA, or equivalent or relevant experience is needed in order for the applicant to be successful. Salary is at \$18-\$19/hour. For the ability to apply, please visit <https://www.macslist.org/macslist/Metropolitan-Family-Service/Parent-Coach-Part-Time/pBs470V5ty9g/>

Digital Marketing Assistant – Schmidt’s Naturals

Schmidt’s Naturals, a manufacturer of natural body care products, is seeking an organized and detail-oriented Digital Marketing Assistant to join their energized and growing team in Portland! This position requires a specialist with supreme organization and analytical skills, and a dedication to identifying and honing demographics with exceptionally high affinity matches for natural personal care products. Experience in optimizing digital ad campaigns and analyzing the performance of search, display, and native advertising across Facebook, AdWorks, Amazon, Instagram, Bing, and more. For more information on this position, please visit <https://www.macslist.org/macslist/Schmidts-Naturals/Digital-Marketing-Assistant/pzSgg21R5LzV/>

Sun Community School Site Manager – Latino Network

Latino Network is seeking someone who will work as the Sun Community School Site Manager at Reynolds Middle School. **This position is full-time.** In this position, you will be organizing, planning, and managing the implementation of all extended day and family engagement program services at the assigned SUN site. You will also supervise SUN site staff and volunteers, facilitate monthly meetings, develop and coordinate a Family Leadership Team, and promote SUN School programs. A Bachelor’s degree in Education, Public Administration, Social Work, or another related field and three years of experience that is directly related to this position is required. To apply, please submit a cover letter and resume to HR@latnet.org

Multiple Job Openings – UPS

UPS has several job openings that need to be filled immediately! Part-time employees **will receive up to \$25,000 in tuition assistance**, as well as medical, dental, vision, life insurance, paid vacations and holidays, discounts, and several advancement opportunities. The right applicant for UPS is at least 18 years old, they must join a union, be a hard worker and team player, and lift packages of up to 70lbs. To apply and schedule your interview, please visit www.upsjobs.com

Multiple Job Openings – Blanchet Catholic School

Do you enjoy working in an education environment? Then one of these positions might be for you! Blanchet Catholic School has openings for an **Advanced Math & Science Teacher, Middle School Math Teacher, High School English Teacher, Middle School English Teacher, Social Studies Teacher**, as well as a high need for **Substitute Teachers**. If interested, please fill out this form: <http://www.blanchetcatholicschool.com/about-us/employment.cfm>. Then contact President, Bob Weber, at bobweber@blanchetcatholicschool.com to complete an application as well as a background check.

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- ✓ **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