

# Noteworthy Internships, Jobs, and More! (8/31)

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.



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## Hiring Events:

### Matheson Flight Extenders Material Handlers

Matheson Flight Extenders will hold a hiring event on Thursday, Sept. 6<sup>th</sup>, 2:00-4:00 PM at WorkSource Portland Metro, 30 N Webster St, Portland, OR, 97217 for Material Handler openings. Wage is \$17.23 per hour. Must have a High School Diploma/GED, and be willing to work swing and graveyard shifts at 30 hours per week. For more information, contact Miriam Nolte, Business and Employment Specialist, WorkSource Oregon, 503-612-4252, [Miriam.L.Nolte@oregon.gov](mailto:Miriam.L.Nolte@oregon.gov).

### First Student School Bus Drivers/Monitors Hiring Events

First Student will hold four hiring events for School Bus Drivers and Monitors. For more information, contact Miriam Nolte, Business and Employment Specialist, WorkSource Oregon, 503-612-4252, [Miriam.L.Nolte@oregon.gov](mailto:Miriam.L.Nolte@oregon.gov). Dates, Times, and Locations follow:

1. WorkSource Portland Metro – 30 N Webster St, Portland, OR, 97217
  - a. Wednesday, Sept. 5<sup>th</sup>, 10:00 AM – 12:00 PM.
  - b. Wednesday, Sept. 19<sup>th</sup>, 10:00 AM – 12:00 PM.
2. SE Works – 7916 SE Foster Rd, Portland, OR, 97206
  - a. Wednesday, Sept. 12<sup>th</sup>, 10:00 AM – 12:00 PM.
  - b. Tuesday, Sept. 25<sup>th</sup>, 10:00 AM – 12:00 PM



## Internships:

### Grant Writing Internship - Worldventure

This is a part-time volunteer position, averaging 10-15 hours/week for the summer with the option of extending the experience into the school year. The intern will work remotely with periodic in-person meetings in the Portland/Happy Valley area. The position reports to and will be mentored by the Director of Anti-Sex Trafficking Initiatives. The intern will assist in all aspects of grant research and writing. Start as early as May. Email application and questions to Adrienne Livingston at [a.livingston@worldventure.com](mailto:a.livingston@worldventure.com). **Optional:** Submit video entry briefly answering who you are, why you are interested in this position, what you desire to learn and one fun fact about you.

### El Programa Hispano –

#### Employment and Economic Opportunity Program

El Programa Hispano's Employment & Economic Opportunity Program is currently seeking to enroll clients who are interested in working with a career coach in our Community Economic Opportunity Project. This program provides culturally specific support services for career track training and skill development in Oregon's job growth industries. Clients will receive one-on-one support from a career coach to identify and develop career pathways that best fits their needs and abilities and develop a step-by-step plan towards that career goal.

We assist in eliminating barriers to successfully gaining career-track employment by connecting long term, relationship based career coaching services with work-ready skill development support services, vocational training, and community resources. El Programa Hispano provides culturally specific support services and were located in East County. All of our services are free of cost and confidential.

For additional information or if interested in the program please contact Mayra Paez, Bilingual Career Coach. 333 SE 223rd Ave., Suite 100, Gresham, Oregon 97030, 503.933.5445 (Cell)|503.666.7487 (fax), [mpaez@elprograma.org](mailto:mpaez@elprograma.org)|[www.elprograma.org](http://www.elprograma.org)

### Communications Intern [Press Focus]

Part-Time (**Up to 15 hours per week**) • Starts September 4, 2018, ends November 30, 2018 • **Competitive Pay (\$25 / hr)** • Work from anywhere in the continental U.S. MoveOn.org is a community of millions of members working together to create progressive change in America. We take on campaigns to challenge entrenched power and push back against right-wing policies while pursuing economic, racial, and social justice. In the context of the Trump Administration and a strong Resistance movement, we're looking at both fierce fights and big opportunities ahead, including the 2018 elections — and you could help MoveOn tell the story of our work. Some duties include: Follow news coverage related to MoveOn's campaigns; Assist with compiling and tracking of press and social media coverage of MoveOn's work; Build and maintain media lists around key campaigns,

and more. For more information or to apply, see the following link:  
[https://boards.greenhouse.io/moveonorg/jobs/1277499?gh\\_src=e6373e0b1](https://boards.greenhouse.io/moveonorg/jobs/1277499?gh_src=e6373e0b1)

## **Political Affairs Internship + Writer Internship - The Borgen Project**

The Borgen Project is an innovative, national campaign that works with US leaders to improve their response to the global poverty crisis. They have several internship and volunteer opportunities. The political affairs internship is part time 14 hours per week that lasts for 3 months. The selected candidates would have the opportunity to meet with members of congress in your state and district as well as represent The Borgen Project at various business, political, and community events. The writer internship is a 12-week part time internship. The selected candidate will be able to work for home and pick their own schedule but must meet weekly deadlines. For more information, contact Lynsey Alexander at [outreach@borgenproject.org](mailto:outreach@borgenproject.org).

## **Energy Efficiency Intern**

The Oregon Department of Energy's College Internship Program is designed to give students the opportunity to gain practical experience working in a state agency. Their agency focuses on a sustainable energy future – from renewables to resiliency to cutting-edge innovations. They are now accepting internship applications from students in accredited degree programs who have completed at least their freshman year in an Associate or Bachelor's degree program, as well as students enrolled in graduate school. For more information about the internship, contact Rebecca Wilson, Recruitment Analyst, at [Rebecca.A.Wilson@oregon.gov](mailto:Rebecca.A.Wilson@oregon.gov) or call (503) 373-7655.

## Grants:

### Oregon Sea Grant Legislative Fellowship

OSG places one graduate student fellow with an interest in marine and coastal issues to support the Oregon legislature and Coastal Caucus during the 2019 Oregon Legislative Session. OSG uses eSeaGrant for scholarship application submissions. In order to access, you must email [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) declaring your interest in applying. Email registration at least one week prior to the application deadline is strongly preferred. For more information, please see the following link: <http://seagrant.oregonstate.edu/education/sea-grant-scholars/fellowships-scholarships>





## **Networking:** **Providence College Inclusion Network**

Providence Inclusion Network is a free opportunity to jump start the transition of postsecondary students from school the workplace. They highly value students from all backgrounds, ethnicities, and walks of life to come and learn more about relevant topics in health care, increase exposure to professionals and career knowledge, and gain advantage in finding jobs at Providence. Students from all majors/programs are welcome to attend. These events are free, but registration is required. To register, please visit <https://www.eventbrite.com/e/bridging-the-gap-between-college-and-career-tickets-32099455335>.



## Jobs:

### **Metropolitan Family Service Ready, Set, Go Program Associate**

Under the supervision of the Program Coordinator, Ready, Set, Go!, the Program Associate is responsible for providing direct support to the day-to-day operations of the Kindergarten Readiness and Family engagement program at Fairview Elementary School. The RSG Program Associate will support the Parent Child Interaction Groups (PCIG's) including lesson planning, lead physical activities class, coordinate volunteers, and build trusting relationships with program participants. You may apply using their online application system at <http://www.metfamily.org/employment>. You may also apply by fax at (503) 249-1480 or mail to MFS, 2200 NE 24<sup>th</sup> Avenue, Portland, OR 97212. Please indicate position title for which you are submitting your resume. Please note the job number in your cover letter.

### **The Lower Columbia Estuary Partnership Grants Coordinator**

The Grants Coordinator will work as part of the Community Relations team. Primary duties for this position include researching grant opportunities, tracking grant application deadlines, writing grant applications, gathering and preparing grant materials, and submitting grants on time. Applications will include scientific and technical grants as well as grants for education and community events. Salary range: \$44,300 – \$64,300. For the full position description, please visit this link: <http://www.estuarypartnership.org/grants-coordinator-application-form>.

### **Ministry Coordinator – St. Luke's**

We are currently looking for a full-time youth and children's ministry coordinator. This is a new position and we ask your help in spreading the word in your career center. We have attached a job description and below is a short description for advertising.

St. Luke's ~ San Lucas Episcopal Church, in Vancouver, WA, is looking for a full-time lay minister specializing in youth and children's ministries. This is a new, start-up, entrepreneurial, multicultural ministry. Flexible Scheduling. Salary between \$36,000-\$40,000 with healthcare and pension. Full job description and requirements can be found online at [www.stlukesvancouver.com](http://www.stlukesvancouver.com).

### **Beautiful Savior Lutheran Church – Preschool Teacher Asst. and Asst. Aide**

Beautiful Savior Lutheran Church is currently hiring a preschool teacher

assistant and an assistant aide. Hours are 22.5 hours per week, M-F mornings. Both positions start at minimum wage or higher depending on experience. For more information, see their website at [www.bslc.com](http://www.bslc.com). Point of contact is Patti Vardanega, BSLC's Operations Secretary, 503-788-7000.

### Caregiver - Courtyard at Mt. Tabor

Courtyard at Mt. Tabor, Portland's premier assisted living community for seniors, is searching for a Caregivers and Med Techs to add to its care team. Full and Part time available. Our ideal caregivers have previous care-giving experience working with senior citizens and have flexible work schedules. A true love of seniors and a caring heart are must-haves! Courtyard at Mt. Tabor offers an excellent work environment and top pay. All candidates must pass a pre-employment drug screen and a state-required criminal background check. If you are interested in joining our care team, please apply at Courtyard at Mt. Tabor 6323 SE Division St. Portland OR, 97206 or online at:

<http://courtyardatmttabor.com/employment/>

### Office of Congresswoman Suzanne Bonamici - Fall 2018 Internship

The office of Congresswoman Suzanne Bonamici (OR-01) is seeking interns for the Fall 2018 term. The internships are paid providing a \$750 stipend per month offering flexible hours to accommodate course schedules and academic credit. Interns in the program will experience first-hand how a congressional office operates and learn about the First Congressional District, Capitol, Congress, and the legislative process. Our office is committed to assigning interns to policy areas that interest them. Interns in the district office in Beaverton, Oregon assist with community outreach and constituent service – including researching local and national policy issues, drafting correspondence, communicating with constituents through mail and phone calls, assisting with outreach efforts and attending meetings with the Congresswoman. Interns in the Washington, D.C. office will gain valuable experience supporting legislative staff and will learn about the operations of a congressional office. Responsibilities will include: conducting legislative research, providing office support, answering phones, assisting with constituent correspondence, leading tours of the U.S. Capitol, and assisting staff with projects as assigned. **The application deadline is Friday, August 31<sup>st</sup>, 2018. Apply online at:** <http://bonamici.house.gov/services/internships>.

**Linfield College – McMinnville Campus –**



## **Academic Coach and Program Man.**

Linfield College is hiring for two positions, a full-time (10.5 months per year) Program Manager who will work with students with disabilities and provide management oversight of the office. The second position is for a part-time (20 hours per week for 10 months) Academic Coach. For more information, contact Cheri White, Program Director, Learning Support Services, 503-413-8219, or at [chwhite@linfield.edu](mailto:chwhite@linfield.edu).

## **Multiple Positions - Pathfinders of Oregon**

Pathfinders of Oregon is a 501 (c) (3) social service agency founded in 1993 with a mission to provide justice-impacted individuals and families the tools and support they need to be part of safe and thriving communities. Pathfinders of Oregon provides cognitive-behavioral programs, parenting programs, education and support services for pro-social living to adults in the Oregon prison system and to children and families in the community. For more information contact Sandra Acosta Casillas at 503-707-6074.

## **Digital Inclusion Program Associate - Free Geek**

You see digital literacy as increasingly critical to today's educational and economic opportunities. You are passionate about serving the community and helping others learn. And you are energized by the opportunity to help people get connected to the technology they need grow their computer skills. This position reports to the Digital Inclusion Manager to support the organization's suite of digital inclusion programs. Essential tasks include coordinating free community classes, supporting volunteers, assisting with community outreach, processing applications, and supporting program evaluation. This position is represented by a union and application for union membership is mandatory upon hire. For more information contact Sara Rasmussen at [sara.rasmussen@freegeek.org](mailto:sara.rasmussen@freegeek.org)

## **Drama Instructor - Blanchet Catholic School**

Blanchet Catholic School is looking for a drama instructor to teach middle school and high school drama courses. The position is part-time teaching with some afternoon and evening work as well. Interested candidates should complete an employment application and send along with a resume and a letter of interest to President Bob Weber or fax to 503-399-1259. For more information visit [www.blanchetcatholicschool.com](http://www.blanchetcatholicschool.com).

## **Summer Teaching Institute of Reading Development**

The Institute of Reading Development is seeking candidates for summer 2018 teaching positions. They seek applicants with an undergraduate degree or higher education from any discipline. They provide paid training program and comprehensive on-going support. If selected, earn more than \$6,500 during the summer. Teachers typically earn between \$550 and \$700 per

week while teaching. Gain over 500 hours of teacher-training and teaching experience with a variety of age groups. If interested, submit at application and learn more about teaching for the Institute at <http://instituteofreadingdevelopmentteachingjobs.com/>.

## Childcare Professional - Lil Sprouts

Lil Sprouts Academy is a childcare facility and preschool with 5 classrooms, serving ages 6 weeks to 6 years. They offer a caring environment with a unique blend of child-driven discovery, progressive learning, dynamic recreation and wellness. Lil Sprouts Academy is seeking qualified, experienced early childhood professionals for various age groups and classrooms. Duties include ensuring safety, assisting with children's daily routines, planning and implementing early childhood curriculum, and building positive relationships with children and their families. To apply, visit <https://astoria.applicantpool.com/jobs/>.

## Program Coordinator - Seneca

This position is full time, offers benefits, and is eligible for a \$750.00 signing bonus payable in intervals during the first year of successful employment. This is a high quality nonprofit organization committed to building connections for a lifetime to improve the well-being of children. Applicants must be able to provide appropriately interact with people from diverse socio-economic, racial, ethnic, and other cultural groups. Must possess a valid driver's license from a state of residence, personal automobile liability insurance, and reliable personal transportation. Must successfully pass pre-employment reference checks, criminal background check, and fingerprinting. To apply, please visit [www.boysandgirlsaid.org/about-us/careers/](http://www.boysandgirlsaid.org/about-us/careers/).

## Digital Account Executive - Koin 6

Koin 6 is seeking a candidate with on-air commercial television experience as a **reporter**. We want a high energy, engaging talent who is a strong storyteller and can handle breaking news situations in a fast paced environment. Community involvement in this position is a must. If you just want to read the news, this is not the job for you. For more information, please, check out their website: <http://www.koin.com>.

## Multiple Positions - Workplace Oregon

Workforce Oregon is a network of public and private partners who work together to effectively respond to workforce challenges through high-quality services to individuals and businesses, resulting in job attainment, retention, and advancement. For more information, visit our website at <http://www.worksourceoregon.org/about.html>

## Multiple Positions - AmeriCorps

The Confluence AmeriCorps program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life changing service opportunities that engage members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated

project (80%) and engaging in professional and leadership development opportunities, alongside a 22 Member cohort (20%). To apply start here <https://my.americorps.gov/mp/login.do>

### **Multiple Positions - The Oregon Lottery**

The Oregon Lottery is a leader in the gaming industry and an important contributor of revenue for the state's schools, parks, watershed restoration, veteran' programs and outdoor schools. They are looking for talented and experienced applicants. APPLY NOW!! Visit <http://www.oregonlottery.org/jobs/>

### **Multiple Positions - Metro**

Metro is the regional government that provides integrated resource management for the 24 cities and unincorporated areas in the Portland metropolitan area. Facilities, public assets and governance services include the Oregon Convention Center, the Oregon Zoo, Portland Centers, Expo Center, transportation planning, growth management, solid waste system management and recycling services, and regional parks and natural areas. To view the complete job announcement, visit [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) or call 503-797-1570 to request a copy be sent to you via e-mail.

### **Multiple Positions - City of Portland**

The City of Portland is accepting applications for the following positions: Urban Forestry Seasonal Positions for Portland Parks & Recreation which pays \$17.00 hourly, Development Supervisor for the Bureau of Development Services which pays \$6,564.00 to \$8,821.00 monthly, and Surveying Supervisor for Portland Bureau of Transportation which pays \$6,262.53 to \$8,377.20 monthly. For the complete job announcements and to apply visit [www.portlandoregon.gov/jobs](http://www.portlandoregon.gov/jobs).

### **Multiple Positions - Hilton**

There are a variety of positions open at four local Hilton Hotel locations: Hilton Portland, The Duniway, Hilton Vancouver, and Embassy Suites Portland Downtown. The positions include housekeeping, host/hostess, cook, server, barista, bartender, supervisor, revenue manager, security officer, chief engineer, and more. To review full job descriptions and to apply online, visit <http://jobs.hilton.com>.

## **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](mailto:Kacie.teague@aus.com) or apply online at <http://www.aus.com/careers>.

## **Multiple Positions - Girl Scouts of Oregon & Washington**

Girl Scouts has valued and supported all girls since our inception in 1912. The foundation of diversity that Juliette Gordon Low established runs throughout Girl Scouting to this day. Our mission extends to all girls, and through our program they develop the necessary leadership skills to advance diversity and promote inclusion. We wish for all girls to see themselves reflected in the organization they are a part of, and seek to model the values of diversity and inclusion we hope to instill in them. In order to achieve these goals, we are committed to creating and fostering racial and ethnic diversity at every level of the organization. For more information, or to apply submit an application, resume, and references to <http://www.girlscoutsofsw.org/en/our-council/careers.html>.

## **Multiple Positions - College Possible**

College Possible is currently recruiting to fill AmeriCorps and VISTA positions for fall 2018. By serving with College Possible, Service Corps members assist low-income high school students in earning admission into college and in succeeding while they work towards a degree. As an organization, College Possible has achieved measurable success due to the idealism and hard work of their amazing members. To date, 98% of their graduating seniors have been admitted to college, and their students graduate from college at rates four times higher than their peer. If chosen to serve, you will know that you are making a real and quantifiable impact on students' lives as they apply to attend college. If you are considering applying for an AmeriCorps or VISTA position with College Possible, you can begin the application process by contacting [AProgram@CollegePossible.org](mailto:AProgram@CollegePossible.org).

## **Multiple Positions - Pedalheads Bike Camps**

Pedalheads is a learn to ride bike program teaching kids ages 3-10 to get off of training wheels and ride safely on the road. They are hiring three



positions for 2018: Promotional Staff, Site Leaders, and Camp Instructors. They are hiring both part time and full time positions for the summer. For more information visit [www.pedalheads.com](http://www.pedalheads.com). If interested, email your resume and cover letter with questions to Dominique at [dlucia@pedalheads.com](mailto:dlucia@pedalheads.com).

## Multiple Positions - Pepsi

Pepsi provides training and continuous education to continue your career development. For more information or to apply visit [www.pepsicojobs.com](http://www.pepsicojobs.com).



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  - ✓ 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](mailto:rjohanson@warnerpacific.edu)
    - Tirzah Allen 503.517.1692 [wsas1@warnerpacific.edu](mailto:wsas1@warnerpacific.edu)