

Noteworthy Internships & Jobs (10/30)

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:

Providence Health & Services

Providence is calling undergraduate senior level college or university students to Winter Internship opportunities within multiple departments in the Portland metro area. Preference is given to applicants who are in the first generation of their families to attend college. Interns will be responsible for completing specifically identified health care or systems related projects based on the needs of the participating departments and communities that Providence serves. Areas where they anticipate opportunities include but are not limited to Providence Brain and Spine Institute, PMG Specialty Clinic Administration, Diagnostic Imaging Clinical Support, Physical Therapy Administration Support, and Behavioral Health Programs. The internship will last from January 15th through March 23rd or until 240 hours have been completed. Application deadline is Friday, November 3rd, 2017. For more details regarding internships and application process, visit <http://bit.ly/Winter2018Internships166775>.

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 walk of life to come and learn more about relevant topics in health care, increase exposure to professionals and career knowledge, and gain the 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>. The next event will be on November 2nd at Providence Portland Medical Center, Cancer Center Amphitheater.

Jobs:

Provider Enrollment Specialist – PeaceHealth

This position coordinates provider enrollment service processes for governmental and non-delegated third-party payers for providers associated with PeaceHealth. Primary functions include but are not limited to submitting applications for new providers, communicating and following up with providers regarding new provider enrollment and licensing requirements, and tracking provider payer approvals. Must have high school diploma or equivalent. If interested in applying, please send a resume and cover letter to hre@hranswers.com.

Accounting Specialist – Bates Group

The Accounting Specialist reports to the Senior Accountant and is responsible for a full range of accounting tasks with an emphasis on accounts receivable billing, accounts payable, and employee payroll. A 4 year degree in business or accounting, as well as some experience, and knowledge of Microsoft office works. This position is entry level and part time starting off. If interesting in applying, please email Kaitlyn Messinger, HR Assistant at kmessinger@batesgroup.com.

Home Aide

Looking for an energetic, vibrant, athletically fit, and good-hearted individual to work with 12-year-old boys mostly after school and some additional weekend help. Duties include but are not limited to picking up children from school/summer camp, meal preparation, supplements administration, dietary needs, exercise activities, and general chore assistance. A driver's license is required. If interested, please submit a resume and references to Irina at irinagi@easystreet.net.

Minister of Worship – West Hills Covenant Church

West Hills Covenant Church is a musically talented, intergenerational, and increasingly diverse congregation that loves to gather for worship. The Minister of Worship will lead and equip the volunteers to lead weekly congregational musical worship. The Minister of Worship will also coordinate with the Senior Pastors to integrate other elements of artistic expression into the worship service as talented individuals or groups are available to do so. The position is 20-25 hours per week, reports to the Senior Pastor(s), and will be reviewed regularly by the Mutual Ministry Committee along with the Senior Pastor(s). The position will be compensated at \$20,000 per year based on experience. Please submit a cover letter, resume, and three references to mark@westhillscovenant.org.

Youth and Community Connections Pastor – Mt. Scott Church

Mt. Scott chooses to be in an on-going process of connecting with the neighborhood and community Portland, Oregon. This position is key in helping entangle with the neighborhood and the broader community by connecting with organizations seeking the community's welfare, coordinating volunteers for both new and existing opportunities of service and connection. Students ages 12-18 will be priority in this position. This is a full-time pastoral position with benefits and reports to the Senior Pastor. A bachelor's degree in ministry or related field as well as five years' experience in youth ministry is preferred. Interested candidates should email a resume to denise.douglas@mtscott.church.

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>.

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.

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 – 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's 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 or call 503-797-1570 to request a copy be sent to you via e-mail.

Multiple Positions - MAXOutreach

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>.

Still Accepting Applications:

Jobs:

Videographer – KOIN 6

KOIN 6 is seeking a videographer to combine artistic talent, technical expertise, and composition skills to produce images that will provide a visual story on a given topic as assigned. This position requires a high school diploma or GED. A bachelor's degree or equivalent in broadcasting, journalism, or related field is preferred. This position is full time. Applications must be input by 12/15/2017. If interested in applying, please visit the Nexstar Website at <https://nexstar.hua.hrsmart.com/hr/ats/posting/view/9496>.

Driver – Pepsi

Pepsi is hiring a bulk delivery driver to deliver large quantities of previously ordered products to high volume stores using a tractor/trailer truck. The position interacts with personnel at the store location responsible for accepting loads. This position is full time, night shift, and starting pay is \$20.83 per hour. A CDL Class A license is required. For immediate consideration, please visit www.pepsicjobs.com.

Sales Representative – Pepsi

Pepsi is hiring a primary store-level sales person to provide service to large account supermarkets and growing businesses in assigned accounts. The position orders products to be delivered by another employee to the store. The sales representative also rotates and stocks products, builds displays, and sets up promotional materials and banners. This position is full time, day shift, and starting salary is \$48,927 annually. For immediate consideration, please visit www.pepsicjobs.com.

Director of Finance and Operations – Oregon State Bar

This position provides input and recommendations to the Chief Executive Officer (CEO) and Board of Governors (BOG) Budget and Finance Committee on matters of overall bar financial policy. They also plan, develop, organize, and implement the bar's fiscal function and performance. Graduation from a four-year college or university with a degree in accounting, finance, business, or a related field is preferred. The starting salary for this position is \$8,568 per month plus benefits. For full job details, visit <http://www.osbar.org/osbcenter/openings.html>. If interested, send a resume with a cover letter to the director of human resources at hr@osbar.org.

CLE Seminars Program and Event Assistant – Oregon State Bar

This position is responsible for setting up on-site materials and supplies for registration check-in, accepting at-door registrations, and answering attendee questions. They coordinate prep and post-seminar tasks as well as additional accommodations throughout scheduled events. At least four completed semesters of college level course work and three years of experience in administration is required. Minimum salary is \$19.51 per hour plus benefits. For full job details, visit <http://www.osbar.org/osbcenter/openings.html>. If interested, send a resume with a cover letter to the director of human resources at hr@osbar.org.

Rules and Policies Agent – Oregon Lottery

The rules and policy analyst is responsible for developing and recommending the Lottery's approach to rules, policies, and legislative work. They are responsible for ensuring that rules and policies reflect the mission, goals, and strategic and business objectives of the Lottery. Under general direction from the corporate communications manager, the position requires the ability to work independently and with others, within specific and general guidelines, to accomplish program responsibilities. A bachelor's degree and experience is preferred. To apply, visit <https://www.oregonlottery.org/about/explore-the-lotter-careers>.

Multiple Positions – Campus Point

Campus Point is a free resource helping students and grads find jobs and internships. They are the largest private employer and recruiter of recent graduates in the pacificnorthwest. They are currently recruiting for 100+ jobs in the Seattle and Portland area. To see a list of opportunities, go to www.campuspoint.com, and create an account to apply.

Share a Coke – Coca Cola

Share a coke is an award-winning multi-national campaign which uses a list containing 250 of the country's most popular names on the product label. This position involves organizing and promoting events on campus, passing out products to students and staff on campus, and PR stunts. Salary is \$300 per week. Interested candidates should send their resume to matshummels@share-a-coke.org.

Cooks – Oregon Zoo

Do you belong at the zoo? If you have a strong commitment to customer service and a positive attitude, consider applying to work as a Cook at the zoo. Schedules are based on weather and zoo attendance, but we try to find shifts around your school and work schedule. Kitchen staff will be placed depending on skills, experience and staffing needs. These positions require a "can-do" attitude and exceptional customer service skills. The position is temporary and pays \$11.72 hourly. To apply, visit www.oregonmetro.gov/jobs for the complete job announcement and a link to their hiring center.

Adjudicator – Oregon State Bar

The OSB is looking to fill the position that will serve as the presiding adjudicator of the Oregon State Bar Disciplinary Board. The Adjudicator is an employee of the bar who reports to and is supervised by General Counsel. Candidates must have graduated from either a four-year college, university, or accredited law school and must have admission to practice law in Oregon. For this salary range, the minimum is \$6,440 per month for 30 hours per week. For full job details, visit <http://www.osbar.org/osbcenter/openings.html>.

Referral and Information Services Assistant – Oregon State Bar

This position seeks a professional customer service oriented individual who would conduct confidential and sensitive telephone interviews with members of the public needing the assistance of an attorney or community resource in Oregon. This position has specific hours from Monday through Friday 1:00PM to 5PM. Salary range starts at \$16.84 per hour. The OSB offers excellent benefits. For more information or

a complete job description contact us at wsas1@warnerpacific.edu. To apply, send a resume with a cover letter to Director of Human Resources to hr@osbar.org.

Loader – Pepsi

This labor-intensive position is responsible for loading transport, bulk, and route trucks. Each type of loading requires strict attention to order accuracy with respect to loading outgoing trucks and unloading incoming trucks. Position requires repetitive lifting from 20-45 pounds per case repeatedly during a long work period. Must be 18 years of age or older to apply. Position is full time, evening shift, and starting pay is \$17.07 per hour. For immediate consideration, please go to www.pepsicjobs.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.

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.

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.

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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
 - Christina Hopkins 503.517.1692 wsas1@warnerpacific.edu