

NORTHWEST JOB MARKET



SECRETARY NEEDED! NW PORTLAND!

32 hours/week. HS Diploma or GED; 2 years exp. and/or training. \$13.26 + benefits. View job description and apply at <www.chugach.com/careers> or <www.chugachjobs.com>, requisition #OR010068.

*Veterans, minorities, persons
with disabilities encouraged to apply.
We are an Equal Opportunity Employer!*

REFERRAL AND INFORMATION SERVICES ASSISTANT

Bilingual – Spanish and English

The Oregon State Bar is looking for 2 part-time people to respond to requests for legal information & assistance from attorneys & members of the English-speaking & Spanish-speaking public.

Please visit <www.osbar.org/osbcenter/openings.html> for job details.

Equal Opportunity Employer

DIRECTOR

of Social Equity, Policy and Communications

The Director of Social Equity, Policy and Communications leads the development, communication, oversight, analysis, reporting and refinements of cross-functional strategies, policies and initiatives to foster shared prosperity and social equity. Manages team of senior managers, professional staff and consultants to execute comprehensive communication approach, ensure transparent and inclusive community engagement practices, develop and guide strategic plans, and manage the PDC Board process. A member of the PDC Leadership Team, the position demonstrates high-level leadership and maintains trusting working relationships with community partners.

Salary: \$127,518 - \$184,894 annually

To apply, visit <www.pdc.us> for the complete job announcement and a link to our online hiring center.

*PDC is an Equal Opportunity/
Affirmative Action Employer.*

**Please note: This recruitment closes
on November 6, 2016. In addition,
applicants must submit a cover letter
and résumé to be considered.**



WE'RE HIRING A RESEARCH AND DATA ANALYST

Worksystems is an award-winning nonprofit organization serving the City of Portland and Multnomah and Washington counties. Our mission is to build and invest in a comprehensive workforce development system that supports individual prosperity and business competitiveness. We offer excellent compensation and benefits, a desirable work environment, and a beautiful office location in downtown Portland.

**JOIN WORKSYSTEMS AND
HELP MAKE A DIFFERENCE!**

Worksystems is currently recruiting for a dynamic and enthusiastic Research and Data Analyst to gather, compile and analyze economic, workforce and labor market information in support of the public workforce system. The position will provide critical information to help guide our training investments and evaluate the outcomes and impact of our programs and initiatives.

To apply, please submit a cover letter, résumé, and three professional references to: Worksystems, Attn: Human Resources, 1618 SW 1st Ave., Suite 450, Portland, OR 97201, or e-mail to <hr@worksystems.org>.

First review of résumés will be October 28, 2016. Position open until filled. Worksystems is an Equal Opportunity Employer.

Salary range: \$62,270 - \$93,400.



FREELANCE INTERPRETERS

NWI Global is looking for freelance interpreters specializing in Cambodian, Vietnamese, Mandarin and other Asian languages. Contact us at <recruiting@nwiservices.com> for more details. Web: <www.nwiglobal.com>.



GENERAL CONTRACTOR

Oregon-based General Contractor looking for equipment operators, laborers, pipe layers, carpenters, truck drivers to work on prevailing wage projects. Training program available. EOE, women and minorities encouraged to apply. Fax résumé to (503) 623-9117, e-mail <ads@jwfowler.com>, or applications available at <www.jwfowler.com>.

ADOLESCENT & SCHOOL HEALTH POLICY & ASSESSMENT SPECIALIST

The Oregon Health Authority is recruiting for an Adolescent & School Health Policy & Assessment Specialist in Portland, OR. This position is responsible for coordinating policy and assessment activities across the adolescent and school health unit for the Oregon Public Health Division. For more information please visit the following link:

<www.governmentjobs.com/careers/oregon/jobs/1549122/operations-and-policy-analyst-3-adolescent-school-health-policy-assessment-s>

Contact info: Cyndi Phipps-Roman, (503) 945-6377



Children's Center

A child abuse intervention center

DEVELOPMENT DIRECTOR

Children's Center is seeking a dynamic and experienced fundraising professional to join our team as full-time **Development Director**. As a child abuse assessment and intervention center, we are a place of healing for children, along with their non-offending family members. Our Development Director will lead and expand Children's Center's diverse fundraising programs, organizational communication plan, and volunteer program. **TO APPLY**, please visit <www.childrenscenter.cc> for a full job posting & application details under the "Get Involved" tab.

EAST PORTLAND NEIGHBORHOOD OFFICE SUPERVISOR (PART-TIME)



Salary: \$3,843.00 - \$5,125.00 Monthly
Closing Date/Time:
Mon., 11/07/2016, 4:30pm Pacific Time

The City of Portland is looking for an East Portland Neighborhood Office Supervisor (Part-Time). EPNO is a community-driven program, supporting community members with their civic engagement activities. The second, East Portland Action Plan (EPAP), provides leadership and guidance to public agencies and other entities on how to strategically address community-identified issues and allocate resources to improve livability and prevent displacement in the East Portland community. EPAP is both a guiding Action Plan document and an oversight group that provides advocacy and direction for the program.

For more detailed information for this position or to apply, please go to <www.portlandoregon.gov>. Please note, all applications must be submitted online via the City's online application process.

The City is an Equal Opportunity Employer

**The Asian Reporter's
classified advertising sections
can be viewed online at:**

<www.asianreporter.com/nwjobmarket.htm>
<www.asianreporter.com/notices.htm>



RECREATION ADVISOR

Full-time afternoons, evenings and weekends. HS Diploma or GED; 2 years recreation or youth-related exp. Valid driver's license/acceptable driving record. Obtain water safety & CPR/First Aid certification, and CDL with passenger endorsement within 90 days. \$14.16/hour; great benefits. Apply at <www.chugach.com/careers>. #OR010069.

*Women, veterans, minorities,
disabled encouraged to apply.
We are an Equal Opportunity Employer!*



Metro

Metro runs the **Oregon Zoo, Oregon Convention Center, Portland Expo Center, Portland's 5 Centers for the Arts** and provides services that cross city limits and county lines including land use and transportation planning, parks and nature programs, and garbage and recycling systems.

Visit <www.oregonmetro.gov/jobs> for current openings and a link to our online hiring center.

*Metro is an Affirmative Action /
Equal Opportunity Employer*

BIDS, SUB-BIDS & PUBLIC NOTICES

REQUEST FOR PROPOSALS

CITY OF FOREST GROVE DESIGN SERVICES FOR SENIOR CENTER

**Statement of Proposals
due by 4:00pm, Thursday, November 10, 2016**

The City of Forest Grove (City), Oregon, is issuing a Request for Proposals (RFP) from qualified design firms (Consultant) interested in providing architectural and related design and engineering services for the design and construction of interior improvements to the Kitchen at the Forest Grove Senior Center. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in the Request for Proposals (RFP).

A Pre-Proposal meeting will be held at 2:30pm, Pacific Time, October 27, 2016 at the Forest Grove Senior and Community Center, 2037 Douglas Avenue, Forest Grove, OR 97116. Proposals are due no later than 4:00pm PST on November 10, 2016. Proposals must be delivered to:

City of Forest Grove
Attn: Jeffrey King
1924 Council Street
Forest Grove, OR 97116

Faxed or electronic (e-mail) responses will not be accepted. Responses received after the designated closing date and time will not be opened or reviewed. This project is funded, in whole or in part by Community Development Block Grant (CDBG) funds. In addition, specific federally required contract provisions will apply. ESB, MBE and WBE businesses are encouraged to submit proposals. Businesses or individuals will not be discriminated against on the grounds of race, color or national origin, in the awarding of a contract or contracts resulting from this RFP.

The Request for Proposals can be downloaded from the City website at <www.forestgrove-or.gov/city-hall/finance-department/finance-department.html>, or a printed copy or any clarifications can be obtained at the address listed below, or by contacting Jeffrey King at (503) 992-3293 or <jkking@forestgrove-or.gov>, Monday through Friday, between the hours of 8:00am and 5:00pm.

DATED THIS 14TH DAY OF OCTOBER, 2016.

Paul A. Downey, Director of Administrative Services

PUBLISH: *The Asian Reporter*, Monday, October 17, 2016

**The Asian Reporter is published on
the first and third Monday each month.**

**The classified advertising deadline
for our next two print editions is:**

Nov. 7 to 20 issue: Friday, Nov. 4, 2:00pm
Nov. 21 to Dec. 4 issue: Friday, Nov. 18, 2:00pm