

## NORTHWEST JOB MARKET

## SENIOR CONSTRUCTION DIVERSITY COORDINATOR

Are you passionate about social equity, construction and real estate development? Are you interested in creating new economic opportunity historically disadvantaged and underutilized contractors through catalytic projects across Portland? PDC is seeking a dynamic professional with the skills and experience to manage PDC's construction equity program in close collaboration with internal and external partners.

The Senior Construction Diversity Coordinator reports to PDC's Development Manager; works closely with PDC's real estate and development project managers; and ensures equitable construction, workforce, and apprenticeship objectives are met within all PDC real estate projects. Key responsibilities include acting as ambassador to contractors, developers, public agencies, community organizations and PDC staff to understand barriers within the contracting industry; identify and advertise opportunities; develop partnerships and increase positive outcomes on projects in which PDC invests. The Senior Construction Diversity Coordinator designs and implements new programmatic approaches, develops new strategic partnerships, ensures compliance with policy objectives and evaluates performance against project and program goals.

The ideal candidate will be an expert in construction with significant knowledge of regulations regarding workforce, certified firms and affirmative action with at least seven years of related experience. They will have strong interpersonal skills, demonstrated success in working with diverse partners, and excellent communication skills. They will enjoy analyzing, organizing and reporting on complex information using spreadsheets and have strong negotiation and facilitation skills. They will be committed to social equity, build and maintain positive and productive relationships and be committed to the agency's mission of creating economic growth opportunity for all.

The selected candidate will oversee the agency's next disparity study to support PDC's equitable contracting efforts. The candidate will also manage implementation of new software to publically report on contracting outcomes and work with colleagues and partners to develop programs/initiatives that increase the diversity of prime contractors on PDC projects.

Under minimal supervision, plans, coordinates, and implements PDC's Equity Policy, Procedures and Specifications on all PDC real estate projects. Leads internal and external outreach, training, and implementation to achieve more equitable outcomes in PDC's real estate projects. Develops partnerships with public, private, and community-based organizations to maximize participation of women and minorities in all aspects of PDC-sponsored real estate development and construction. Provides expertise and innovative ideas to improve contracting plans and implementation. Oversees the development and maintenance of appropriate databases and reports to track compliance with business and workforce equity goals. Develops and coordinates PDC programs to increase minority and women prime contractors. Administers PDC contracts, grants, and sponsorships with and represents PDC to organizations that support minority and women contractors, journey workers and apprentices. Reports project and program progress and outcomes to internal and external stakeholders. Projects and programs are highly visible and subject to considerable interest by key stakeholders.

Coordinates with internal staff, project-related development teams, and partners in the contracting field to achieve PDC's real estate and construction equity performance. Administers changes and recommendations to the business and workforce components to PDC's Equity Policy and accompanying administrative procedures.

Salary \$79,590 - \$104,805 annually

To apply: Visit <[www.pdc.us](http://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 13, 2016.**

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

<[www.asianreporter.com/nwjobmarket.htm](http://www.asianreporter.com/nwjobmarket.htm)>  
<[www.asianreporter.com/notices.htm](http://www.asianreporter.com/notices.htm)>



## FREELANCE INTERPRETERS

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



## Metro

Metro runs the **Oregon Zoo, Oregon Convention Center, Portland Expo Center, Portland's 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](http://www.oregonmetro.gov/jobs)> for current openings and a link to our online hiring center.

*Metro is an Affirmative Action /  
Equal Opportunity Employer*



## SECURITY OFFICER/ VEHICLE OPERATOR

Troutdale, Oregon

Must have H.S. Diploma/GED; 2 yrs. exp. or combination ed. & exp.; obtain OR Dept of Public Safety Standards Training (DPSST) within 10 days of hire; CDL permit & medical cert. & CPR/First Aid within 90 days. Training provided. \$14.16/hr. + benefits. For job desc. or to apply, go to <[www.chugach.com/careers](http://www.chugach.com/careers)>.

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



## VICE PRESIDENT OF MARKETING

Travel Portland is recruiting for a VP of Marketing to direct our marketing efforts as we position the Portland area as a preferred destination for meetings, conventions and leisure travel; support the organization's sales and marketing goals; and help fulfill the bureau's contractual obligations and economic-development role. This is a senior management position and successful applicants will have a bachelor's degree with major course work in marketing, business, communications, public relations or a related field. A minimum of 10 years of successful marketing/communications experience is required; experience in the hospitality industry or a destination marketing organization is helpful but not essential. To apply, visit <[www.travelportland.com](http://www.travelportland.com)>. Application deadline is 4:00pm PST, November 15.



## Portland State UNIVERSITY

### OFFICE SPECIALIST 2

Portland State University's Center for Executive and Professional Education currently has an opening for an Office Specialist 2. We are actively seeking a diverse candidate pool, and we are contacting you to request that you post this position on your website or otherwise share it with your network. The posting can be found at <<https://jobs.hrc.pdx.edu/postings/21523>>.

This position provides opportunity to join a dynamic team to support the professional development of employees who work for a wide variety of organizations throughout the region. Portland State University's Center for Executive and Professional Education offers short-term, non-credit certificate programs and custom onsite training for professionals seeking to develop their skills and advance their career. Center staff interface with external businesses, diverse students, and other internal PSU departments. We appreciate your support in getting word of this opportunity out to a wide audience.



Find general information about the city and employment opportunities at:  
<[www.hillsboro-oregon.gov](http://www.hillsboro-oregon.gov)>

## AJINOMOTO WINDSOR

FROZEN FOOD MANUFACTURING COMPANY IN NORTH PORTLAND HAS IMMEDIATE NEEDS FOR:

### MACHINE OPERATOR (DUTIES):

- Regularly make adjustments necessary to maximize production machine
- Shifts needed: Swing Shift (start at 3pm to 11pm or later)
- **STARTING PAY:** \$12.24 per hour (+ \$0.50 shift differential)

### PRODUCTION WORKER (DUTIES):

- Performs a variety of routine tasks in food manufacturing, including mixing, inspecting, sorting, packaging and casing of product.
- **STARTING PAY:** \$10.00 per hour

**LOCATION:** 7124 N. Marine Drive, Portland, OR

**Apply in person on Tuesday or Thursdays, or call (503) 734-1536, or <[awi.hiringthing.com](mailto:awi.hiringthing.com)>.**

## BIDS, SUB-BIDS & PUBLIC NOTICES

### INVITATION TO BID

**Category of Bid:** Construction of well, pre-fabricated wellhouse, distribution system and welded steel tank interior rehabilitation

**Bids due:** 2:00pm, December 1, 2016

Laurel Acres Water Company hereby extends an invitation to qualified contractors to submit bids for: Wellhouse Improvements project. The general nature of work, described in detail in this contract and in the basis of payment includes furnishing all labor, equipment and materials necessary for constructing and furnishing a pre-fabricated wellhouse, new well and well pump, abandoning existing well (all in Phase I), new distribution system and water meters (Phase II) and rehabilitation of interior of 6,000 gallon steel water storage tank (Phase III). Bids may be submitted on one or more Phases at the bidders discretion.

Sealed bid proposals for **Laurel Acres Water Company Wellhouse Improvements** will be received at the office of the Washington County Office of Community Development, 328 West Main Street, Suite 100, Hillsboro, OR 97123 until 2:00pm prevailing local time the 1st day of December 2016. All Bidders must submit a Qualifications Statement with their bid and the First Tier Subcontractor Disclosure Form as prescribed by ORS 279C.370.2.

The U.S. Department of Labor Prevailing Wage Rates per the Davis Bacon Act are applicable to this project. The project described in this Invitation to Bid is being funded in whole or in part with funding from the U.S. Department of Housing and Urban Development through the Washington County Office of Community Development CDBG Program. MBE/WBE contractors and Section 3 businesses are encouraged to submit proposals.

Contract Documents will be available from the Engineer, NW Engineers LLC located at 3409 NW John Olsen Place, Hillsboro, OR 97124 for a non-refundable fee of \$45.00.

All questions or requests for clarification shall be directed in writing to Greg Thiel, P.E., via e-mail: <[gregt@nw-eng.com](mailto:gregt@nw-eng.com)> or by regular mail to NW Engineers LLC at 3409 NW John Olsen Place, Hillsboro, OR 97124.

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

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

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

Dec. 5 to 18 issue: Friday, Dec. 2, 2:00pm

Dec. 19 to Jan. 1 issue: Friday, Dec. 16, 2:00pm

For more information, call (503) 283-4440  
e-mail <[ads@asianreporter.com](mailto:ads@asianreporter.com)>.