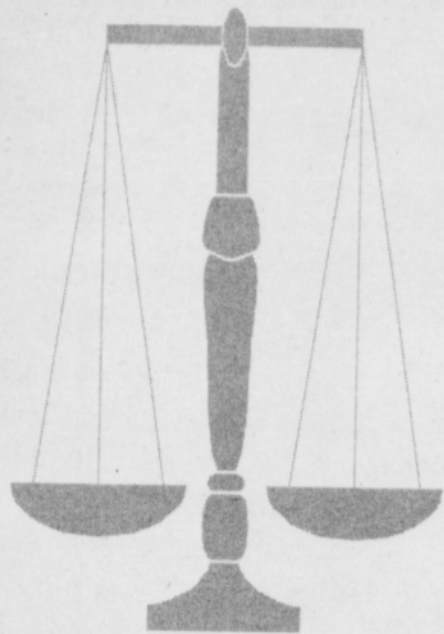


# CLASSIFIEDS/BIDS

## Legal Notices



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e-mail: [classifieds@portlandobserver.com](mailto:classifieds@portlandobserver.com)

The Portland Observer

### Finance Coordinator

**United Way of the Columbia-Willamette** is seeking a **Finance Coordinator**, responsible for performing a wide range of accounting and administrative duties in support of the Finance and Administration function. Be a part of a diverse, dynamic team, focused on breaking the cycle of childhood poverty in our community! Key accountabilities include daily check processing, coordination of the tax substantiation letter process, maintaining tracking and acknowledgement systems, assisting with audit preparation, and providing administrative support. Minimum of 3 years administrative assistant experience, 2 years accounting experience, and an Associate's Degree in Accounting; or a comparable combination of experience and education. Proficiency with MS Office Suite and advance proficiency with relational data bases, data downloads, and merging required. Hiring Range of \$33,047 to \$39,656, DOE. For a full job description, and to apply, go to: <http://www.unitedway-pdx.org/careers>. Position closes 8/31/14 or when filled. An Equal Opportunity Employer.

### Early Learning Coordinator - Washington County

**United Way of the Columbia-Willamette** is seeking an **Early Learning Coordinator** to support United Way's coordination of the Washington County Early Learning Community Hub. Provide administrative, computer, database, and project management support to the WCELC staff and partners, including providing a high degree of accuracy and thoroughness in calendaring. Will split time between Washington County satellite office (in Public Services Building in Hillsboro) and United Way office in downtown Portland. Minimum three years related nonprofit, project coordination, and administrative experience; Bachelor's Degree; or a comparable combination of experience and education. Additional requirements include intermediate to advanced computer skills, with emphasis on MS Office programs, and proven ability to take initiative and be creative in thinking and solutions, to think strategically, and to execute on plan. Hiring Range: \$33,047 to \$39,656. Position closes 9/7/14 or when filled. For a full job description and to apply, go to <http://www.unitedway-pdx.org/careers>. An Equal Opportunity Employer.

### SUB BIDS REQUESTED

## Boeing Portland Facility Priority Area 1 Main Entrance Improvements

Bids Due: September 9th Noon  
Bid Documents: [www.hoffmancorp.com/subcontractors](http://www.hoffmancorp.com/subcontractors)



805 SW Broadway, Suite 2100, Portland, OR 97205  
Phone (503) 221-8811 • Bid Fax (503) 221-8888  
BIDS@hoffmancorp.com

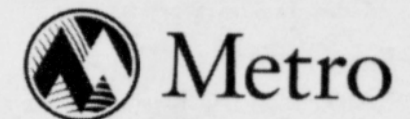
*Hoffman is an equal opportunity employer and requests sub-bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises*

OR CCB#28417 / LIC HOFFMCC164NC

### Substitute CTT Instructor - Pharmacy Technician Troutdale, Oregon

Career technical training program serving young adults ages 16-24 is seeking a certified **Pharmacy Technician** to provide classroom instruction when the primary instructor is unavailable. The qualified candidate will have 2 years experience working as a Pharmacy Technician, preferably with supervisory experience and the desire to help students prepare for successful Pharmacy Tech careers. National certification with either the Pharmacy Technician Certification Board (PTCP) or ExCPT certification through NHA is required.

Competitive salary + 401k plan available. Interested applicants must apply on line at: [www.chugachjobs.com](http://www.chugachjobs.com). Veterans and minorities encouraged to apply. We are an Equal Opportunity Employer: Women, Minorities, Veterans, Disabled!



### Operating Engineer I - Oregon Convention Center, \$26.25 - \$28.23 hourly. Deadline: 09/03/ 14

These opportunities are open to First Opportunity Target Area (FOTA) residents - Columbia Blvd on the north; 42nd Ave on the east; the Banfield Freeway on the south, and North Chautauqua Blvd on the west, whose total annual income does not exceed \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months.

To apply: visit our web site at: [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs) for the complete job announcement and a link to our online hiring center or visit our lobby kiosk at Metro, 600 NE Grand Ave, Portland.

**Metro is an Affirmative Action /  
Equal Opportunity Employer**

### REQUEST FOR PROPOSALS

## Financial Partner for Small Business Lending RFP 2765

Due: 2:00 p.m. October 3, 2014

Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is hereby requesting sealed proposals for a Financial Partner for Small Business Lending.

Sealed proposals are due no later than 2:00 p.m. October 3, 2014, in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736, Attention: Julie Hoffman, Procurement Analyst, RFP 2765.

Metro is seeking proposals from qualified community-based lending partners who will bring experience, capital and capacity to support these program-related functions: financial review/advisory services, lending and possibly serving as Metro's fiscal agent.

Solicitation documents can be viewed and downloaded from the Oregon Procurement Information Network (ORPIN), at <http://orpin.oregon.gov/open.dll/>.

Metro may accept or reject any or all proposals, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest.

Metro extends equal opportunity to all persons and specifically encourages minority, women-owned and emerging small businesses to access and participate in this and all Metro projects, programs and services.

Metro and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, creed, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status. Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.oregonmetro.gov](http://www.oregonmetro.gov).

### RACC Opportunity: Development Manager for The Right Brain Initiative

The Regional Arts & Culture Council (RACC) is seeking an individual with exceptional fundraising and communication skills to build and sustain contributed income in support of RACC's expanding arts integration program, The Right Brain Initiative.

Full Description here - <http://www.racc.org/resources/racc-opportunity-development-manager-right-brain-initiative>

**Status:** Full time, exempt

**Schedule:** Office hours are Monday through Friday, 8:30 a.m. - 5:00 p.m. Occasional evenings and weekends required.

**Compensation:** \$42,000 - \$48,000/year, depending on experience, plus benefits

**Reports to:** Director of Arts Education

**To apply:**

- Submit your application by email ([Rightbraindevelopment@racc.org](mailto:Rightbraindevelopment@racc.org)), in person, or by postal mail (411 NW Park Avenue, Suite 101, Portland, OR 97209).
- Include a cover letter, your resume, and two writing samples (preferably grant applications). Applicants who are invited to an interview will be asked to provide references at that time.
- **The position will remain open until filled, with a target start date of Tuesday, September 30, 2014.**

Target Start Date: 9/30/14

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