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**Hours: Monday - Friday 8:30 a.m. - 5:30 p.m.**

To place your ad, email

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### ADMISSIONS COUNSELOR

National College of Natural Medicine seeks to fill this part-time, 20 hours per week Admissions Counselor to be responsible for carrying out recruitment and admissions activities as instructed by the Director of Admissions and serve as the primary contact point for prospective students throughout the admission process, which includes: student recruitment, evaluation of student applicants, and develop and cultivate relationships with key colleges to align pre-requisites and pave the way for future articulation agreements and partnerships. Full job description and application details can be found at [www.ncnm.edu](http://www.ncnm.edu). Closes 6/29/12 EOE

6-13-12



### COMMUNITY CLINICS MANAGER

National College of Natural Medicine seeks to fill a full-time, 40 hours per week Community Clinics Manager to provide management and supervision of the on-site and in-house community clinics staff, ongoing reports of income, expenses and patient visits, use of community clinic resources to the Dean of Clinical Operations and assurance that services are provided to patients, students and faculty in the community clinics. Full job description and application details can be found at [www.ncnm.edu](http://www.ncnm.edu). Closes 6/29/12 EOE

6-13-12

### REQUEST FOR BIDS/PROPOSALS METRO COMMUNICATIONS DEPARTMENT WEB PROFESSIONAL SERVICES RFP 13-2126

The Communications Department of 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 web professional services.

Sealed proposals are due no later than close of business on July 18, 2012, in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736, Attention: Sharon Stiffler, Procurement Analyst, RFP 13-2126.

A voluntary pre-proposal conference is scheduled for June 20, 2012 from 11 a.m. to 12:30 p.m. at 600 N.E. Grand Avenue, Room 270, Portland, OR 97232-2736.

Metro intends to award contracts to multiple firms, consultants and/or specialists within each of the following service categories: development, design, and front end development, strategy and planning, systems services and training.

Proposals can be viewed and downloaded at Metro's website <http://www.oregonmetro.gov>, click on "Doing Business With", then "Requests for Bids and Proposal"

Metro may accept or reject any or all bids, 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).

6-13-12



### DIRECTOR OF MARKETING & COMMUNICATIONS

United Way of the Columbia-Willamette (UWCW) seeks a Director-Marketing and Communications to manage all aspects of the organization's marketing and communications programs. Key activities include creating and implementing organizational communications and planning/executing effective PR and strategic communications initiatives and projects that build the United Way brand. Serve as the organization's lead media contact, handling both short- and long-term PR activities. The ideal candidate will be an experienced communicator with a solid background in journalism, public relations, marketing, and/or communications, and experienced with online marketing, social networking, and website maintenance.

UWCW is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, creed, gender, gender identity, national origin or ancestry, tribal affiliation, marital status, veteran status, sexual orientation, political affiliation, mental or physical disability, or medical condition. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. We are pleased to provide such assistance, and no applicant will be penalized as a result of such a request. Further, applicants from communities of color are eagerly encouraged to join a UWCW team that is authentically and intentionally committed to diversity and cultural competency.

Hiring Range: \$58,000 to \$65,000, DOE.

Please submit cover letter and resume to [employment@unitedway-pdx.org](mailto:employment@unitedway-pdx.org). Reference Job #7000. Position open until filled. For a full description, go to [www.unitedway-pdx.org](http://www.unitedway-pdx.org).

6-13-12

### BUILDING FOR LEASE

2400 Sq Ft Office Space  
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 Portland, Oregon 97227  
 503-285-5555 ext 501

6-6-12



### Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.

**ENGINEER III/III**  
 \$26.30 - \$38.89 /Hr

**FOOD SERVICES  
 COORDINATOR**  
 \$17.40 - \$22.17 /Hr

**MANAGEMENT  
 ANALYST/SR**  
 \$4,688 - \$7,018 /Mo

Job information, applications and benefits information are available from:

Clark County  
 Human Resources  
 1300 Franklin St, 5th Flr  
 Vancouver WA

Apply On-line  
[www.clark.wa.gov](http://www.clark.wa.gov)  
 Job Info Line:  
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