

## NORTHWEST JOB MARKET

**MANAGEMENT ANALYST****(Assistant Contract Management Coordinator)**SALARY: \$5,284.00 - \$7,046.00 Monthly  
OPENING DATE: 08/08/2016  
CLOSING DATE: 08/22/2016, 4:30pm

The Management Analyst for the Contract Support Group will under general supervision, perform responsible administrative, financial, SAP Material Management model duties including as a Requisitioner & Bureau Buyer, statistical and other management analyses using independent judgement & initiative in support of City and bureau activities, functions and programs; recommends action and assists in formulating policy, procedure and legislative positions and implementation; and performs related duties as assigned for the Bureau of Transportation. To view full announcement, visit <[www.portlandoregon.gov/jobs](http://www.portlandoregon.gov/jobs)>.

**NOW  
HIRING**

**Community Access Services** provides residential services, community inclusion supports and employment opportunities to individuals with intellectual and developmental disabilities. We are currently recruiting for the following positions:

**DIRECT SUPPORT  
PROFESSIONALS**

Working full or part time providing supportive service in our 24 Hour Residential Care and Employment/Day Services programs. Position starts at \$11.25 per hour with increase at 6 months. Openings in Portland, Oregon City, Hillsboro, Aloha, and Clackamas.

**RESIDENTIAL SUPERVISORS**

Overseeing the daily operations and services of a 24 Hour Residential Program. Prior supervisory experience required. Position starts at \$2,682. Openings in Portland and Oregon City.

All applicants must be able to qualify as a company driver and pass a criminal history check and pre-employment drug screen. Excellent benefit package included. **To apply:** Contact Jon at (503) 533-4373, e-mail <[jon@cas-dd.org](mailto:jon@cas-dd.org)> or visit <<http://communityaccessservices.org>>.

Established in 1982, Meyer Memorial Trust is one of the largest private foundations in Oregon, with assets of roughly \$728 million in December. Over its lifetime, Meyer has awarded grants and program related investments to more than 3,200 organizations in Oregon and Southwest Washington. Meyer has recently shifted focus from general grantmaking to philanthropy focused in four areas aimed at making Oregon a more equitable and flourishing state: housing, the environment, community and education. Through those four portfolios, and ongoing initiatives centered on affordable housing, the Willamette River, and education policy, research and engagement via the Chalkboard Project, Meyer's strategic focus is clear: to dismantle barriers to equity and improve community conditions so all Oregonians can reach their full potential.

**EQUITABLE EDUCATION  
PROGRAM OFFICER**

The Equitable Education Program Officer will be a dynamic, engaged contributor to the overall efforts of Meyer, working to develop and implement new approaches to promote equity in the education sector. Meyer's Equitable Education portfolio focuses on disparities in the education system in Oregon, working within the context of early childhood, public K-12, higher education and workforce training, identifying and advocating for policy approaches and solutions to promote equity in both opportunities and outcomes. The Equitable Education portfolio also engages the nonprofit voice in education, especially around advocacy for communities in which disparities are most pronounced, particularly around systems change, community voice and innovative programs.

The Meyer Memorial Trust has retained The 360 Group of San Francisco to assist with this search. Please visit <[www.the360group.us/MMT\\_EEPO\\_PD.pdf](http://www.the360group.us/MMT_EEPO_PD.pdf)> to review the complete position description, including detailed application instructions. No calls, please. To be considered, The 360 Group must receive applications no later than 5:00pm Pacific time on Wednesday, September 7, 2016.

**PARALEGAL**SALARY: \$5,033.00 - \$6,709.00 Monthly  
OPENING DATE: 08/08/2016  
CLOSING DATE: 08/22/2016, 10:50am

The Paralegal with the City Attorney's Office performs paralegal duties under the supervision of attorneys conducting legal work on behalf of the City of Portland. Duties include assisting in the investigation and analysis of legal claims and the preparation of cases for trial in conformance with stringent court deadlines and complex legal requirements; drafting legal and trial documents; preparing witnesses; assembling and maintaining a master document index; coordinating the discovery process including, but not limited to, developing privilege logs; supervising document review and production of documents to outside parties and e-discovery; preparing trial notebooks and exhibits; and developing and maintaining new or existing programs that benefit the City.

To view full announcement, visit  
<[www.portlandoregon.gov/jobs](http://www.portlandoregon.gov/jobs)>.

**STATEWIDE PROJECT MANAGER  
FOR ONLINE TRAINING**

Worksystems is an award-winning nonprofit organization serving Multnomah and Washington Counties and the City of Portland. 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 recruiting for an enthusiastic **Statewide Project Manager for Online Training** with excellent project management, communication, and program development skills to help implement a new online training tool - **Train Oregon**. Train Oregon is a customized online learning platform designed to serve as a dedicated training portal for Oregonians being served through WorkSource Oregon, the state's public workforce system. The portal provides training in soft-skills as well as industry-specific technical skills. The site is currently being piloted in the Portland region and this position will oversee the statewide expansion.

Position is based at Worksystems' office in downtown Portland, though much of the statewide coordination will take place virtually. Multi-day travel is required throughout the year, so applicants must be willing to travel to all areas of the state and have reliable transportation. Mileage and travel expenses will be paid at GSA rates. Position is funded through a 1 year grant from the Oregon Talent Council, with opportunity to continue beyond 1 year.

*The successful candidate will:*

- ◆ Develop and implement a streamlined process through which job seekers from across the state can access and utilize the online training platform.
- ◆ Provide ongoing training for WorkSource staff as new content is added to the site.
- ◆ Compile and review data on usage and training completion and disseminate information to statewide partners.
- ◆ Provide feedback on the performance outcomes of the site that leads to continuous content improvement.
- ◆ Work with OpenSesame (the training vendor) to develop and expand content to match the state's high growth industry sectors and occupations including career exploration.
- ◆ Oversee the piloting of a "virtual coach" that provides technical assistance, career advising, and encouragement to online learners to complete coursework.
- ◆ Develop and launch a process for businesses to access Train Oregon to provide training for their existing workers.

For a full job description and position requirements, go to <[www.worksystems.org](http://www.worksystems.org)>.

Salary range: \$54,763 - \$82,144.  
Exempt, Limited Duration Position

To apply: 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](mailto:hr@worksystems.org)>.

First review of résumés will be August 29, 2016.

*Position open until filled.*

*Worksystems is an Equal Opportunity Employer*

**CAREGIVER WANTED**

Part time, night/weekend, as needed.  
Experience preferred. S.E. Portland/Vancouver  
near I-205. Good Pay. Call Amy: (360) 609-5078

**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)>.

**GRANTS SENIOR  
PROJECT MANAGER**

Worksystems is an award-winning nonprofit organization serving Multnomah and Washington Counties and the City of Portland. 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 **Grants Senior Project Manager** with excellent project management, communication, and program development skills to implement two large-scale federal workforce training grants focused on the IT/Software and Manufacturing sectors. The position is currently funded for 2 years but there is strong likelihood that funding will continue.

*The successful candidate will be able to show a demonstrated ability to:*

- ◆ Develop and adapt workforce development programs, policies and procedures that achieve the training and employment outcomes required in the grants
- ◆ Develop and manage contracts with training providers to deliver a wide range of workforce development services including career coaching, culturally-specific mentoring, and occupational training
- ◆ Provide technical assistance to contractors to ensure required performance outcomes are met, monitor budgets, analyze training participant data and develop quarterly reports
- ◆ Manage relationships with key grant stakeholders including community colleges, culturally specific community-based organizations and industry partners
- ◆ Interpret, communicate and implement complex policy and regulatory guidelines
- ◆ Speak comfortably and dynamically in public forums and represent Worksystems on a variety of external committees
- ◆ Thrive in a fast-paced and ever changing environment
- ◆ Be visionary and understand "big picture" concepts while maintaining strong attention to detail

*Candidates must have:*

- ◆ Bachelor's degree in related field preferred, will consider substantial work experience in lieu of degree
- ◆ 5 or more years of experience managing programs and ability to demonstrate in depth knowledge of management, leadership, team development and planning skills
- ◆ Demonstrated successful experience implementing programs in the fields of education, training or workforce development
- ◆ Strong communication skills are required including facilitation and negotiation, conflict resolution, writing and public presentation
- ◆ Familiarity and experience with workforce development, employment, and/or training programs is desired

Salary range: \$62,270 - \$93,404  
Go to <[www.worksystems.org](http://www.worksystems.org)>  
for a full job description.

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](mailto:hr@worksystems.org)>. First review of résumés on 08/22/2016. Position open until filled.

*Worksystems is an Equal Opportunity Employer*