

## NORTHWEST JOB MARKET



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



**We're hiring for several positions!**

### PHILANTHROPIC STEWARDSHIP ASSOCIATE

The Philanthropic Stewardship Associate is responsible for creating customized written materials to acknowledge donors, celebrate milestones and solicit contributions. Application deadline is 3/13/2020.

### FUND SERVICES ASSOCIATE – FUNDS

The Fund Services Associate (Funds) is responsible for the establishment of new funds in the Foundation's database, and generating letters and reports relating to new funds and deferred gifts. Application deadline is 3/13/2020.

### FUND SERVICES ASSOCIATE – GIFTS

The Fund Services Associate (Gifts) is responsible for processing all contributions received by OCF and managing additional duties related to stock contributions and gifts of life insurance and real estate. Application deadline is 3/13/2020.

### RECEPTIONIST

The Receptionist is responsible for front desk management, providing an effective and consistent front desk presence for OCF at its headquarters office in Portland. Application deadline is 3/13/2020.

### SR. PHILANTHROPIC ADVISOR

Based in the Portland office, the Senior Philanthropic Advisor provides motivational leadership and expertise to help OCF expand its charitable dollars and community of donors in the Metro Portland, Northern Willamette Valley, and North Coast regions. Application deadline is 3/20/2020.

*The Oregon Community Foundation is an Equal Opportunity Employer committed to equity, diversity and inclusion. We strive to build a diverse workforce to promote effective work in partnership with all communities and population groups in Oregon. We welcome a diverse pool of qualified applicants.*

**To apply online, provide a current résumé and cover letter to**  
<[www.oregoncf.org/about/careers](http://www.oregoncf.org/about/careers)>

*The Collins Foundation is hiring:*

### GRANTS MANAGER

The Collins Foundation in Portland, Oregon, seeks a full-time Grants Manager to administer the Foundation's grantmaking processes. The Foundation supports Oregon nonprofits, both urban and rural, that are dedicated to improving quality of life for their communities. The Foundation pursues equity in how it allocates resources across Oregon's diverse communities and how it shapes its internal structures. Position requires exceptional communication skills, excellent organizational skills, and advanced computer skills, including database management, MS Word and Excel. At least three years of experience in related capacity with nonprofit or foundation preferred. B.A. or combination of education and nonprofit experience. Salary is competitive and includes excellent benefits. Full job description is available at <[www.collinsfoundation.org](http://www.collinsfoundation.org)>.

To apply, submit cover letter and résumé to: <[mwilllette@collinsfoundation.org](mailto:mwilllette@collinsfoundation.org)>. Subject line should read Grants Manager. Applications received by Sunday, March 15, 2020, will receive priority consideration. No phone calls please.

### SURFING THE WEB?

**Check out jobs, news, past stories, lists of community groups, and more on our site:**  
<[www.asianreporter.com](http://www.asianreporter.com)>



### SITE MANAGER

Iko no Kai seeks a Site Manager to manage its senior lunch program. Responsibilities include meal planning, cash collection, payroll; managing staff and volunteers; accounting/recordkeeping; and shopping. Desired skills: customer service, management and operations experience; Microsoft Office; problem-solving; outstanding analytical, interpersonal and communication experience. QuickBooks is a plus. This is a part-time, salaried position. To apply, please visit <[www.japaneseancestralsociety.org](http://www.japaneseancestralsociety.org)>. No phone calls please.



### ASSISTANT DISCIPLINARY COUNSEL - INVESTIGATION

The Oregon State Bar is looking for someone to provide counsel to the Bar in the evaluation, investigation, and, where appropriate, negotiated resolution of ethics complaints made against Oregon lawyers.

For job details, visit  
<<http://www.osbar.org/osbcenter/openings.html>>  
*Equal Opportunity Employer*



### Metro

### DIRECTOR OF PUBLIC SAFETY AND OCCUPATIONAL HEALTH

Full-time, Oregon Convention Center.  
Deadline to apply: March 13, 2020.

### PUBLIC SAFETY PROGRAM ASSISTANT II

Part-time, variable-hour, Oregon Convention Center.  
Deadline to apply: March 11, 2020.

These job opportunities are open to First Opportunity area residents: This area includes the following zip codes located primarily in N, NE and a portion of SE Portland: 97024, 97030, 97203, 97211, 97212, 97213, 97216, 97217, 97218, 97220, 97227, 97230, 97233, 97236, and 97266, whose total annual income was less than \$47,000 for a household of up to two individuals or less than \$65,000 for a household of three or more.

Visit <[oregonmetro.gov/FOTA](http://oregonmetro.gov/FOTA)> for current First Opportunity openings 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*

### PORTLAND NURSERY

5050 SE STARK & 9000 SE DIVISION  
503-231-5050 & 503-788-9000

### SEASONAL CASHIER & SALES POSITIONS OPEN!

Portland Nursery is excited to be hiring retail staff for both of our locations, for the Spring of 2020. If you love working in a fast-paced, fun, team oriented environment, and have at least one year of retail or customer service experience, we want to hear from you! Plant knowledge and passion is a plus. Responsibilities include: Cashiering, phone shifts and departmental work and sales.

To apply please visit  
<[www.portlandnursery.com](http://www.portlandnursery.com)> and print out an application, or pick one up at either location.

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

*The classified advertising deadlines for our next two print editions are:*

*April 6 issue: Friday, April 3, 2:00pm*

*May 4 issue: Friday, May 1, 2:00pm*

*For more information, contact our Advertising Department at (503) 283-4440 or e-mail <[ads@asianreporter.com](mailto:ads@asianreporter.com)>.*

## BIDS, SUB-BIDS &amp; PUBLIC NOTICES

## REQUEST FOR PROPOSALS



### AUDIT SERVICES

Worksystems is seeking a qualified and experienced Certified Public Accounting firm to provide audit and tax preparation services. The RFP is posted on Worksystems' website at <[www.worksystems.org](http://www.worksystems.org)>.

Proposals are due no later than noon on Monday, March 16, 2020.

*Worksystems is an equal opportunity employer/program. Auxiliary aids and services are available to individuals with disabilities upon request. To place a free relay call in Oregon, dial 711.*

## SUB-BIDS REQUESTED

### DePaul Treatment Center Portland, OR

R&H is seeking proposals on all scopes of work. There is an overall aspirational project goal of 30% subcontract utilization of COBID firms. City of Portland Workforce Training Requirements apply to this project. BOLI Wage Rates from July 1, 2018 apply to this project.

**Bids Due:**  
**March 16, 2020 at 3:00 PM**

**Contractors must carry the following:**

1. Current City of Portland EEO Certification
2. Current City of Portland Business License

**For more information contact:**  
**[bwildish@rhconst.com](mailto:bwildish@rhconst.com)**



R&H Construction  
2019 NW Wilson St. Portland, OR 97209  
(503) 228-7177 | OR CCB#: 38304

R&H is an Equal Opportunity Employer and requests bids from Oregon State certified Disadvantaged, Minority, Women, Emerging and Service-Disabled Veteran businesses.

*Read The Asian Reporter online at*  
<[www.asianreporter.com](http://www.asianreporter.com)>!

## REQUEST FOR PROPOSAL 3803

### REGIONAL TRAILS PRIORITIZATION PROJECT

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 requesting proposals for the Regional Trails Prioritization Project.

Sealed submissions are due no later than 2:00pm, March 5, 2020 in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736, Attention: Matt DeNinno, Procurement Analyst, RFP 3803.

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, color, national origin, sex, sexual orientation, age, religion, disability, 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)>.