

**Questions and Answers**

*This information may be edited for clarity*

**October 28, 2024**

- Q1 Can you provide job titles or descriptions of the type of work that participants will be doing?  
**A1 There are more than 400 position descriptions; a list of recent job titles is included below.**
- Q2 What is the average hourly wage?  
**A2 The wage varies, but ranges from \$16.00 to \$19.00 per hour. The selected vendor will need to support multiple wage rates at once. Wages are determined by Worksystems and communicated to the EOR vendor.**
- Q3 What is the average length of assignment?  
**A3 The assignment length varies. A standard Youth assignment would last for 160 hours in a 12-week period, and standard Adult assignments last 240-300 hours in a 16-week period. There are exceptions that would extend the term or hours worked.**
- Q4 Do you have a preferred or current background and/or drug screening vendor?  
**A4 No.**
- Q5 How is timekeeping currently being done?  
**A5 There have been a variety of methods used. If the selected vendor uses an electronic system, it is recommended that there is also an alternative timekeeping method available for those who may struggle with an electronic interface.**
- Q6 What is your current onboarding timeline?  
**A6 Ideally onboarding would not exceed two weeks for a worksite or participant, with exceptions made for delays related to background checks outside of the selected vendor's control.**

**A1 Addendum - Position Titles**

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| <ul style="list-style-type: none"> <li>Barista Business Management Intern</li> <li>IT, Social Media, Website Tech Business Operations Analyst</li> <li>Learning Opportunity Busser/Kitchen Assistant</li> <li>Access Center Support Staff C.H.E.F. Intern</li> <li>Accounting Intern Cadet Program Trainee</li> <li>Activity Leader Camp counselor/assistant to instructor</li> <li>Administrative Assistant Camp Intern</li> <li>Agricultural Learning Career Coach</li> <li>Aide Caregiver</li> <li>Aide Preschool Carpenter Trade Prep Intern</li> <li>AKA Science Support Specialist Case Management Assistant</li> <li>Alder Elementary Campus Mentor Case Manager Assistant</li> <li>Apprentice Intern Case Manager Intern</li> <li>Architectural Intern Case Manager Support Staff</li> <li>Art Camp Intern Cashier &amp; Customer Associate</li> <li>Art Gallery Assistant Cashier &amp; Food Prep Intern</li> <li>Artist's Assistant Intern Cashier/Barista</li> <li>Arts Intern Cashier/sale associate</li> <li>Assistant Center Staff Assistant</li> <li>Assistant Bilingual childcare teacher Chemistry Lab Intern</li> <li>Assistant Coach Childcare Assistant</li> <li>Athletic Field Services Class &amp; Compensation Technician Intern</li> <li>Bakery Assistant Classroom Aide</li> <li>Band Support Clerical Assistant</li> <li>Barber Apprentice Client Acquisition Intern</li> <li>Barbershop Assistant Client Service Intern</li> <li>Barista &amp; Support Crew Clothing Donation Specialist</li> <li>Barista Assistant Clothing prep</li> <li>Barista Internship Coach – Mentor Assistant</li> <li>Basketball Intern College &amp; Career Readiness Intern</li> <li>Benson Girls Basketball Mentor College Access Specialist</li> <li>Bicycle Mechanic Internship Communications Coordinator</li> <li>Bike Mechanic Apprentice Communications Intern</li> <li>Bilingual Aide Communications Specialist Intern</li> <li>Bilingual Office Assistant Community Engagement Intern</li> <li>Boba Tea Maker/Helper Community Events Intern</li> <li>Bodega Associate Coordinator Community Impact Intern</li> <li>Book Seller Community Intern Assistant</li> <li>Book Shop Assistant Community Media Assistant</li> <li>Break-Floater Community Organizing Instructor</li> </ul> | <ul style="list-style-type: none"> <li>Bridal Shop Assistant Community Relations Coordinator</li> <li>Broadband Internet Access intern Community Resource Advocate</li> <li>Broker in training Community Room Specialist</li> <li>Building Towards Success Intern Concession Staff</li> <li>Connectors Drafter</li> <li>Content Creator (Remote) Early Childhood Development Intern</li> <li>Cook Economic Recovery Intern</li> <li>Cook / Dishwasher Education Program Intern</li> <li>Cook Prep Educational Assistant</li> <li>Corporate Relations &amp; Partnerships Intern Electrical Intern</li> <li>Creative Assistance/ Community Manager ELL Enrichment Program Assistant</li> <li>Creative Copywriter/Creative Tech Support Emergency Management Intern</li> <li>Creative Marketing Intern Employment Specialist</li> <li>CSA Interns Engagement Specialist/ Case Manager</li> <li>CTE Career Learning Intern Engineering Intern</li> <li>CTE Development Intern Engineering Trainee</li> <li>CTE Digital Media Intern Environmental/Water Quality Intern</li> <li>CTE Technology Intern Equity &amp; Inclusion Assistant</li> <li>Culinary &amp; Hospitality Trainee ESL Class Assistant</li> <li>Culinary Assistant Esthetics Instructor</li> <li>Cully Farmers Market Intern Ethnic Studies Curriculum Alignment</li> <li>Culturally Specific Recovery Support- Latinx Event &amp; Operations Coordinator</li> <li>Curriculum Developer Event Coordinator</li> <li>Customer Service Event Coordinator/Community Specialist</li> <li>Customer Service &amp; Studio Assistant Event Operations Intern</li> <li>Customer Service Assistant Events &amp; Administrative Support Intern</li> <li>Customer service, multitasking, working autonomously Events Assistant</li> <li>Customer Service/ Assistant Executive Assistant</li> <li>Data Analyst &amp; Operation Intern Facilities Tech Helper</li> <li>Data Analyst Intern Facility Training Intern</li> <li>Data &amp; Digitalization Intern Farm 2 Fork Intern</li> <li>Data Assistant Farm Crew Member</li> <li>Day Center Support Staff Farm Intern</li> <li>Day Center/ Shelter Support Staff Farm Management Intern</li> <li>Dental office Receptionist Farm Worker</li> <li>Design Engineer Farmer's Market, Commercial Kitchen Support</li> </ul> |
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The Portland Metro Workforce Development Board

## Employer of Record Services Request for Proposals

Detailer/Shop helper Farmers Market Assistant  
 Development Intern Farmers Market Intern  
 Developmental & Financial Literacy Intern Feed the Folks Farmer  
 Market Coordinator  
 Digital Navigator Field Science Intern  
 Digital Storyteller / Social Media Intern File Management &  
 Digitalization Intern  
 Dishwasher File Management & Digitalization Internship  
 Dishwasher/Prep Finance Assistance Intern  
 Dishwasher/Prep help Finance Intern  
 Dispatch Assistant Finisher  
 Diverse Future Teachers Academy Educational Assistant Fire  
 Department Intern  
 DMA Intern Fire Intern  
 Documentary Intern Floater  
 Floral Assistant Housing Intern  
 Florist HR Intern  
 Floater Ice Cream Artist  
 Flower Designer Inclusive Contracting Intern  
 Food Assistance Intern Income Property Manager  
 Food Cart Attendant Indian Education  
 Food Pantry Assistant Innovation Studio Assistant  
 Food Production Intern Instructor  
 Food Service/ Prep Instructor Assistant/ Office Assistant  
 Front Desk & Testing Center help Instrument Intern  
 Front Desk Support Staff (Wed & Fri) Intern  
 Front of House Associate Inventory Prep for Dress Store  
 Front Office Intern Investment Sales Intern  
 Fulfillment & Wholesale Admin IT Assistant  
 Fulfillment Intern IT Support Intern  
 Full Count Internship Jewelry Production & Assembly  
 Garden Assistant Journalism Intern  
 Garden Assistant Joyologist In Training  
 Garden Coordinator Junior Counselors  
 Garden-Based Wellness Services KGW Intern  
 Gardener Assistant Kitchen Aid/ Assistant  
 General Maintenance Apprentice Landscape Crew Member  
 Gift Shop Support Landscaping Assistant  
 GIS Technician 1 Laser Operator  
 Glass Blowing Apprentice Latinx Community Specialist  
 Golf Operations- Outside Services Attendant Lead Boba Tea Maker  
 Graphic Designer Lead Reception  
 Green Space Program Intern Leadership Development Intern  
 Green Team Crew Member Learning & Development Intern  
 Green Team Intern Legislative Summer Intern  
 Gresham Tree Team Member Level 1 Farm Crew Member  
 Grounds Maintenance Level 2 Farm Crew Member  
 Grounds Maintenance / Climate Education Library Intern  
 Hairstylist Assistant Light Skilled Handyman  
 Handy Person In-Training Line Cook  
 Hardware Store Retail Assistant Lunch Program Assistant  
 Hardware Testing Intern Maintenance Crew  
 HeadStart Development Intern Maintenance intern  
 Health & Wellness Associate Maintenance/ custodian/ gardener  
 Hearings Office Intern Market Assistant  
 High School Program Assistant Material Handler  
 Horticultural Work Experience Media Content Admin  
 Horticulture Assistant Member Support Associate  
 Hospitality Associate Mentor  
 Merchandising Assistant Receptionist  
 Morpheus Project Intern Recovery & Collections Data Assistant  
 Mural Assistant Recovery Support Service Coordinator  
 Music Content Creator Recreation Assistant  
 Music Department Associate Regulatory Intern  
 Network/Telecommunications Technician Relationship, Recruitment,  
 & Outreach Intern  
 Non-Profit Clinic Housekeeping & Laundry Tech Remote Wellness  
 Check-In Intern  
 Non-Profit Marketing Resident Assets Intern  
 Nutrition Services Manager Restaurant Intern  
 Office Assistant ReStore Intern

Office Coordinator Assistant Retail Business Assistant  
 Office, Events & Membership Intern Retail Cashier  
 OHSU Trauma Surgery Intern Retail Sales Associate  
 Online Marketing Coordinator Safe Routes to School Program  
 Assistant  
 Open Farm Day & Garden Intern Sales & Marketing Intern  
 Operations Assistant Sales & Website Associate  
 Order Fulfillment Intern Sales Associate  
 Order Processing Salon Intern  
 Outreach & Community Engagement Salvage Specialist  
 Outreach Shelter Staff Saved By the Ink Apprentice Program  
 Parks & Rec. Intern School Assistant  
 Partner Internship Scooper  
 PBOT Vision Zero Screen Printing Intern  
 Peer Mentor Screen Printing Aid  
 PNCI Pre-Apprentice Seamstress / Tailor / Showroom Associate:  
 POIC C.H.E.F. Intern Seasonal Sales Associate  
 Police Department Intern Senior Center Assistant  
 Police Intern Server, hostess  
 Pre-Apprenticeship Youth Intern Shelter Support Staff  
 Prep Cook Shelves/Program Assistant  
 Product Processor/Stock Shipping & Fulfillment Assistant  
 Production Assistant Shop Assistant  
 Production Coordinator Shop Technician  
 Production Kitchen Intern Sidewalk Ambassador  
 Production/Retail Associate Sit-n-Stay Dog Attendant  
 Professional Learning Intern Social Media Intern  
 Program Assistant & Shelves Sound/Video Technician  
 Program Support Specialist Spa Assistant  
 Project Coordinator Special Education Intern  
 Project Management & Communications Internship Special Projects  
 Intern  
 Project Management Intern Stationery production assistant  
 Racial Equity & Social Justice Intern STEAM Camp Lead Instructor  
 Real Estate Office Assistant STEAMWORKS Coach  
 Receiving & Recycling Intern Stewardship Program Intern  
 Stockroom Organizer/Merchandiser  
 Store Assistant  
 Student Architectural Drafter  
 Student Course Designer  
 Studio Assistant Intern  
 Studio Ceramic Assistant  
 Stylist  
 Summer Camp Assistant  
 Summer Lunch Program Assistant  
 Summer Program Assistant  
 SUN Assistant  
 Support Staff  
 Sustainable Communities Initiative Intern  
 Talent Acquisition Specialist  
 Tasting Room Server & Back of the House Support  
 Teacher aide  
 Tech Support  
 Technology Intern  
 Test Technician  
 Testing Center Assisting  
 Textile Printer  
 Thrift Shop Assistant  
 Traffic Operations Intern  
 Tree Pruning Assistant  
 UI/UX Designer  
 Urban Design & Planning Intern  
 Vehicle & Equipment Mechanic Intern  
 Warehouse Associate  
 Water Resources Outreach Intern  
 Watershed Technician  
 Web Design Assistant  
 Website Editor Intern  
 Work Order Inspector  
 Work Study  
 Worker Center Assistant



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## Employer of Record Services Request for Proposals

Workforce Development Research Intern  
Youth Program Intern

Youth Violence Prevention Intern