



TO: Seasonal Receptionist Candidates

FROM: Marilyn Clint, Associate Executive Director

Thank you for your interest in applying for a temporary position at the Portland Rose Festival Foundation. The Portland Rose Festival seeks to employ high caliber individuals with a strong record of success.

The Seasonal Receptionist position that is currently open is a temporary position reporting to the Associate Executive Director. This job will be full-time from February 8 through June 30. This is a temporary, hourly position. A job description for the position is attached. ***The chosen candidate will be an enthusiastic, customer-service oriented individual, capable of multi-tasking. They will have strong administrative skills and be comfortable in a team environment.***

If you are interested in applying, please compile the following application materials:

- Cover Letter
- Application form (hand written)
- Resume
- Reference list or letters
- Background Check form

Hourly rate will range from \$9.00-\$11.00 per hour and will commensurate with the qualifications and experiences of the chosen candidate. As a temporary employee, health benefits are not included.

Please mail application materials to:

Portland Rose Festival Foundation
Attn: Seasonal Receptionist Position
5603 SW Hood Ave.
Portland, OR 97239

The position closes on Monday, January 25, 2010.