

OUTREACH PLAN

Contracting Specialists Incorporated

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Advertisements of Employment Opportunities

Contracting Specialists Incorporated is committed to hiring veterans, minorities, and women. To ensure our employment opportunities reach them, we have partnered with these community resources to advertise our job openings. Below is our targeted approach to reaching these individuals.

Veterans

<i>Community Resource or Publication</i>	<i>Publication Medium</i>	<i>Resource Contact</i>
Veterans Labor Department	Website	John Smith (john.smith@veteranslabordept.org)
Oregon Corrections and Parole	Newsletter	Mary Johnson (503-123-4567)
Work Source or Employment Department	Website	Steve Daniels (www.worksource.gov)

Minorities

<i>Community Resource or Publication</i>	<i>Publication Medium</i>	<i>Resource Contact</i>
Portland Opportunities Industrial Center (POIC)	Website	Chris Walker (chris.walker@poic.org)
Job Corps	Website	Alice Brown (503-234-7890)
CAWS: Construction Apprenticeship & Workforce Solutions, Inc.	Job Board	Kevin Lee (kevin.lee@caws.org)

Women

<i>Community Resource or Publication</i>	<i>Publication Medium</i>	<i>Resource Contact</i>
Oregon Tradeswomen, Inc.	Newsletter	Megan Davis (megan.davis@oregontradeswomen.org)
Construction Pre-Apprenticeship Program	Website	Emily Foster (503-987-6543)
Portland Community College Apprenticeship Program (PCC)	Website	Laura Smith (laura.smith@pcc.edu)

Solicitation Process

Prospecting Interest

Contracting Specialists Incorporated intends to follow up with any solicitation of interest, especially from minority individuals, women, or veterans. Within our team, **[Designate Team Member]** will be responsible for tracking inquiries from interested individuals, aiming to respond to each person within **[Number]** business days. We will maintain a record of all individuals who express interest or respond to a solicitation. This record will track whether the minority individual, woman, or veteran continues to be interested in the opportunity, ensuring thorough and personalized follow-up.

Information Sharing

Contracting Specialists Incorporated will provide each person who expresses continued interest with detailed information regarding:

- Hiring requirements
- Qualifications
- Pay rates
- Benefits
- Expected duration of employment
- Work hours
- Conditions of employment under the public improvement contract

To ensure that our communication and expectations are transparent, below you will find a complete job posting with the information.

Job Posting

Job Posting: Construction Laborer

Company: Contracting Specialists Incorporated

Location: Portland, OR

Job Title: Construction Laborer

Job Type: Full-Time, Temporary (with potential for permanent hire)

Salary: \$22-\$28 per hour (depending on experience)

Benefits: Health insurance, Paid time off, 401(k)

Expected Duration of Employment: 6 months with potential for extension

Job Summary:

Contracting Specialists Incorporated is seeking a dedicated Construction Laborer to join our team for a public improvement project. This position is an excellent opportunity for individuals looking to gain experience in the construction industry, particularly for veterans, minorities, and women, as we are committed to promoting diversity in our workforce.

Key Responsibilities:

- Assist with general construction tasks, including site preparation, material handling, and equipment operation.
- Collaborate with team members to ensure projects are completed efficiently and safely.
- Follow safety protocols and regulations at all times.
- Support skilled trades workers (carpenters, electricians, etc.) as needed.

Qualifications:

- High school diploma or equivalent.
- Previous experience in construction is preferred but not required.
- Ability to lift 50 lbs. and perform physically demanding tasks.
- Strong work ethic, attention to detail, and willingness to learn.
- Veterans, women, and minority individuals are encouraged to apply.

Work Hours:

- Monday to Friday, 7:00 AM to 3:30 PM
- Overtime opportunities may be available based on project needs.

Application Process:

Interested candidates should submit their resume and cover letter via email to recruitment@contractingspecialistsinc.com. We will review applications on a rolling basis and contact candidates within 3 business days of receiving the application.

Contracting Specialists Incorporated is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and welcome applications from minority groups, women, veterans, and individuals with disabilities.

Encouraging Minority Individuals, Veterans, and Women to Seek Employment

Our targeted outreach ensures that we reach minorities, veterans, and women. Contracting Specialists Incorporated is committed to encouraging these individuals to seek employment under the public improvement contract through the following actions:

- **Providing timely, complete, and accurate information** about job opportunities, qualifications, and the hiring process.
- **Encouraging individuals to apply** by promoting an inclusive work environment and offering diverse opportunities.
- **Offering reasonable accommodations** to ensure accessibility and inclusivity for all applicants throughout the recruitment and hiring process.

We will also maintain thorough documentation of our outreach efforts and all related correspondence, including interview notes, email communications, application information, and post-interview follow-ups. This documentation aligns with EEO (Equal Employment Opportunity) requirements, and we understand that it may be requested at any time.

Using Organizations for Recruitment and Retention

<i>Community Organization/Government Entity</i>	<i>Purpose of Partnership</i>	<i>Contact</i>
Oregon Tradeswomen, Inc.	Recruitment & Training	Janet Collins (janet.collins@oregontradeswomen.org)
Portland Youth Builders	Job Training & Support	Tom Reyes (tom.reyes@pyb.org)

Work Source Oregon	Employment Services	Sarah Lee (sarah.lee@worksourceoregon.org)
Veterans Labor Department	Veteran Recruitment	David Miller (david.miller@veteranslabordept.org)

Career Fairs/ Hiring Events for Recruitment and Retention

<i>Career Fair/Hiring Event</i>	<i>Purpose</i>	<i>Contact</i>
Portland Construction Job Fair	Recruiting Construction Workers	Hannah Brown (hannah.brown@portlandjobfair.org)
Annual Diversity Hiring Event	Diverse Workforce Recruitment	Mark Stevens (mark.stevens@diversityhiringevents.com)
Oregon Veterans Career Expo	Veteran Employment Outreach	Paul Adams (paul.adams@veteransexpo.org)

Contracting Specialists Incorporated believes that by utilizing these community organizations, government agencies, and career fairs, in addition to local event listings, we will successfully recruit and retain a diverse workforce. This strategy supports our commitment to meeting the aspirational target level of participation among minority individuals, veterans, and women.

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