

May 12, 2015

Bruce Marron
bmarron@pdx.edu

Dear Bruce:

Please accept this letter as an official offer of employment with El Programa Hispano and Catholic Charities of Oregon for our Temporary Summer Teacher position. All offers of employment are contingent upon the successful completion of a background check.

Your first day of employment will be **Tuesday, June 2, 2015**. Please arrive at **4:30pm** at the Clark Family Center to meet with HR for a brief New Hire Orientation to last about 30 minutes. *Unless you hear otherwise from your manager, this is the only time you will work on that day.* The compensation for this temporary, part-time, non-exempt position will be \$27.00/hour.

Clark Family Center
2740 SE Powell Blvd.
Portland, OR 97202
Main: 503-688-2502

Congratulations again! Please confirm your acceptance of this offer and return it, along with the Background Authorization form to: asteckbauer@catholiccharitiesoregon.org.

Signature of Bruce Marron

Date

Warm regards,



Amie Steckbauer
HR Generalist

