

Portland Observer JOB FINDER

Tektronix Opportunities

Food Service Attendant

On call, temporary cafeteria work available both day and swing shift. Prior experience in food preparation and serving helpful. These jobs can lead to permanent positions.

Keypunch Operators

We have immediate permanent openings for swing shift Keypunch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with 129 IBM card punch or Inforex key to disc desirable.

Part Time Assembler

Part time positions available for electronic assembly work. Good vision and the ability to do detailed work required. Training will be provided.

Clerk Typist

Will perform diversified clerical, statistical, skilled duties. Average typing ability required.

Secretary

Will perform advanced secretarial, stenographic and clerical duties. Two years' secretarial training or experience required. Above average typing ability, and shorthand or transcription skills necessary.

Benefits include liberal insurance and retirement programs, educational support and profit sharing plan.

Apply at Tektronix Industrial Park or write to: TEKTRONIX, INC., P.O. Box 500-P, Beaverton, OR 97077.

An equal opportunity employer m/f.



NOTIFICATION OF FUND AVAILABILITY NO. OR18-0034

The Department of Housing and Urban Development will accept Preliminary Proposals for the substantial rehabilitation of existing housing units under the Section 8 Housing Assistance Payments Program, to be located in the Portland SMSA (excluding the Portland core area, and Clark County).

Proposals may be submitted by private owners or Public Housing Agency (PHA) Owners for direct contracting with HUD, or by PHAs on behalf of Owners with whom the PHA proposes to contract pursuant to an Annual Contributions Contract with HUD.

Contract authority in the amount of \$265,850 is being made available to provide assistance for an estimated 10 units for large families (3 or more bedrooms) and 45 units for other families. The availability of contract authority control the number of units which may be more or less than the 55 units estimated.

Proposals must be received by 4:00 p.m. on January 31, 1979. This deadline may be shortened or extended by HUD. In such case, HUD will notify all parties who have previously registered with the field office requesting such notification.

Submission deadlines shall not apply to Proposals for projects in which the number of assisted units will be limited to 20 percent or less of the dwelling units. However, such proposals received after the deadline will be reviewed only if sufficient contract authority remains from this Notification to fund the proposal.

Although sufficient contract authority is not presently available to fund the units covered by this notification, the field office expects it will be made available. Accordingly, proposals received in response to this notification may be selected only if contract authority becomes available.

Appropriate instructions, forms and other program information are contained in a Rehabilitation Program Packet which may be obtained from the Portland Area Office, 520 S.W. 6th Avenue, Portland, OR 97204.



She's unmarried.
She's pregnant.
She needs help.
She should call
221-0598
Birthright

free confidential counseling for pregnant girls
Mayer Building at 1130 S.W. Morrison
friend to friend help

ST. ANDREWS CATHOLIC CHURCH
806 N.E. Alberta Street
Reverend Bertram Griffin, Pastor 281-4429

Masses:
5:00 p.m. Vigil - Saturday
10:00 a.m. Choir - Sunday
12:00 p.m. Folk - Sunday

ST. ANDREW COMMUNITY SCHOOL
4919 N.E. 9th Ave.
Norita Kelly, Principal
Phone: 284-1620
Grades 1 through 8

CIVIL RIGHTS COORDINATOR (Program Executive I, Ex.) \$1365-\$1745 monthly)

Develop, update and implement a program implementation plan for Equal Employment Opportunity (EEO) compliance (Title VI of the Civil Rights Act of 1964, as amended). Assist in the coordination and administration of the Civil Rights and EEO Programs.

Candidates should possess knowledge of Civil Rights and EEO laws and regulations, management skills, and be skilled in report writing.

Apply no later than January 5, 1979 at: **Personnel Division Office in Salem, 775 Court Street, Salem, OR. 97310; Personnel Division Office in Portland: State Office Building; Personnel Division Offices in other areas of the state: Local Oregon State Employment Division Offices and most Oregon State Offices.**

An Equal Opportunity Employer

Blue Cross Subscriber Service Representative

Must have medical terminology background and good telephone technique. Prior claims experience helpful. Excellent salary and fringe benefits. Call 225-5272 for appointment. Blue Cross of Oregon.

EXECUTIVE SECRETARY

A minimum of 2 years experience as secretary to top management. Minimum typing 60 wpm, shorthand 90 wpm. Must also have 10-key and dictation machine experience. Excellent working conditions and fringe benefits. Call 225-5272 for appointment. Blue Cross of Oregon.

SECRETARY

Minimum 1 year secretarial experience, typing 55 wpm, shorthand 80 wpm. General knowledge of health field beneficial. Excellent working conditions and fringe benefits. Call 225-5272 for appointment. Blue Cross of Oregon.

PEN PAL WANTED

Lonely and sincere young man in prison in Ohio, wishes to have serious and sincere correspondence with people on the outside. Enjoy weightlifting and sports, music and law. I am 5'7" tall, and weigh 155 pounds. I have brown eyes and ash blond hair. All I want for Christmas is a correspondent. Write to: Wilborn Harrell #137-603, P.O. Box 45699, Lucasville, Ohio 45699.

POLICY TYPIST

Need accurate typist to start 1st of the year with North Pacific Insurance Company. 40-50 wpm, excellent benefits, Cedar Hills location. Call Personnel 643-7661.

An Equal Opportunity Employer

CITY OF PORTLAND WASTEWATER MECHANIC

\$1,198 to start. To maintain and repair mechanical equipment such as pumps, pipelines, valves, boilers and tanks at the wastewater treatment plants. Many benefits including full paid health, dental and life insurance. Good promotional opportunities. Applicants must have knowledge and skills needed to properly install, maintain and repair pumps, piping systems and power transmission components such as gears, belts, chains, shafts and bearings.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 12, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND AUDIO-VISUAL SPECIALIST

\$1,038 at entry. Provides a wide range of tasks in developing audio-visual training aids for use in police training activities; produces audio-visual material such as video tapes, audio tapes, sight-sound presentations and transparencies; operates television studio and simulation laboratory. Duties include writing and editing scripts, building sets, recruiting volunteer actors and technicians and directing actors to produce simulated incidents. Work also involves installing equipment on site for special projects; performing preventive maintenance and minor repairs on audio-visual equipment; and serving as instructor or consultant on the use and purchase of audio-visual equipment.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 5, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND INFORMATION SPECIALIST

\$1,158 to start. Responsible for planning and implementing publicity and public relations programs through the use of various media and public contact. Work involves designing and creating informational materials, drafting, reviewing and approving official publicity statements prior to release; may involve controlling and reporting on publicity project expenditures and preparing various other periodic and annual reports.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 2, 1979.

An Equal Opportunity Employer

WORD PROCESSING OPERATOR (Steno-Clerk I)

\$738 monthly including shift differential. Salary subject to adjustment at conclusion of union-management negotiations. Performs clerical duties at an intermediate level with emphasis on the ability to operate electronic text editing equipment. Duties include entering information via keyboard; identifying, storing, processing and retrieving information on magnetic media; formatting submitted material; playing out onto appropriate paper or form to produce desired hard copy; checking documents for completeness, accuracy and compliance with user requirements. TO QUALIFY applicants must have six months of previous clerical experience AND prior work experience as a word processing operator.

APPLY for this position no later than 4:30 PM, Friday, January 5, 1979.

WHERE TO APPLY
Multnomah County Personnel Office, 426 S.W. Stark, 7th Floor, Portland, Oregon 97204. PHONE: (503) 248-5015.

An Equal Opportunity Employer
Igualdad de Oportunidad en Empleo

CLERICAL

Downtown insurance company has openings for Records Clerk and Typist Clerk. Office experience preferred but will train sharp applicant. Excellent benefits and working conditions. Call Ms. Hinkhouse, USF&G 221-0221.

An Equal Opportunity Employer M/F

AFFIRMATIVE ACTION SPECIALIST

Thorough knowledge of Civil Rights, Federal and State laws and regulations governing EEO and Affirmative Action plans and practices. Skill in analyzing and interpreting legal and quasi-legal information and in formulating and presenting policy recommendations. Demonstrated ability in making effective oral presentations and training sessions; good written communication skills and ability to establish and maintain effective working relationships with administrative staff and persons of diverse backgrounds and interests.

Two years of responsible EEO/Affirmative Action experience involving the writing of programs, preparing statistical reports and resolving complaints.

Resumes will be accepted through January 12, 1979. Interested applicants are invited to submit resumes to: Faye Meske, Employment Specialist, Emanuel Hospital, 2801 N. Gantenbain, Portland, OR. 97227.

An Equal Opportunity Employer

TEACHER

Full-time wanted for day care center. Educational background or experience desired. 234 S.E. 7th. 236-8492.

TELLER OPPORTUNITIES

You'll make more money at Fred Meyer Savings & Loan.

Bored with what you're doing?

Join the fastest-growing S&L in Oregon. We offer higher pay. More tax-free benefits, more protection for you and your family/fully paid medical, dental, vision, life and LTD plans. Profit sharing, employee stock ownership, and more.

Best opportunity for advancement of any company in the NW! If you have any prior experience in branch operations, WE WANT YOU! Call immediately 231-4442 or apply in person 815 N.E. Davis.

An Equal Opportunity Employer

MAG II OPERATOR

Typing 65-70 wpm, a minimum of 6 months experience operating IBM Mag II and document printer. Excellent hours and employee benefits. Call 225-5272 for appointment. Blue Cross of Oregon.

CITY OF PORTLAND JUNIOR PHOTOCOPIYIST

\$944 mo. to start. Positions involve entry level photocopying performing production work in microfilming documents, maps and drawings. Applicants must have knowledge and skills in operation and maintenance of 16 mm and 35 mm microfilmers, reader printers, reader fillers and diazo printing processes.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 5, 1979.

An Equal Opportunity Employer

FOOD SERVICE ASSISTANT

One Food Service Assistant wanted to work for non-profit company in food store and restaurant. Experience with Management in food services desired. Salary \$650/month starting plus benefits.

Pick up job description and application at main housing office, Portland Student Services, Inc., 1802 S.W. 10th Avenue, Portland, Oregon 97201.

An Equal Opportunity Employer

RESEARCH ASSISTANT

Full-time position available assisting with research including serial sectioning, photography, minimum animal handling. Histotechnician with 3 years experience preferred or will train otherwise qualified applicant. Oregon Regional Primate Research Center, 645-1141 ext. 251.

An Affirmative Action/Equal Opportunity Employer

Invitation to Bid

The City of Portland encourages bidding by Minority and small business enterprises and will assist you in understanding and participating in the City's bid process.

For information on the formal bids listed below or City purchasing in general contact the Purchasing and Stores Division, Room 113, City Hall, 1220 SW 5th Avenue, Portland, Oregon 97204 or phone 248-4001.

Formal Bid Projects presently advertised:

BID NO.	DESCRIPTION	BID OPENING DATE
40	Furnishing Hydro-Electric Turbines & Generators	01/18/79
		Submission Deadline
70	Concession Privileges at Tennis Center Pro Shop	01/16/79
		Bid Opening
		01/23/79
80	Construction of S.E. Relieving Interceptor	01/18/79
81	RFP-Minority Business Information System	01/02/79
85	Norman Dale Park Shelter Reconstruction	01/18/79
86	Construction - Perimeter Lighting - Reservoir No. 5	01/11/79

INVITATION TO BID

Sealed Proposals for the construction of Bend Sewage Collection and Treatment Facilities, Contract No. 12, Potable Water Well, addressed to the Recorder-Treasurer, City of Bend, Oregon, will be received at the office of the Recorder-Treasurer, City Hall, Bend, Oregon, until 10:30 a.m., local time, on the 31st day of January, 1979 and then will be publicly opened and read in the City Commission Room, 710 Wall Street, Bend, Oregon.

The work contemplated consists of construction of a 10-inch diameter steel-cased potable water well to an approximate depth of 650-700 feet.

Plans and specifications may be examined in the office of the Engineer, Bend Engineering Consultants, 61360-5 South Highway 97, Bend, Oregon. Questions regarding the content of these Contract Documents should be directed to Mr. Kent Baker, BECON, P.O. Box 1174, Bend, OR. 97701, (503) 382-4114. A copy of the Documents may be obtained at the Engineer's office at no charge.

Before a Contract will be awarded for the work contemplated herein, the Owner will conduct such investigation as is necessary to determine the performance record and ability of the apparent low Bidder to perform the size and type of work specified under this Contract. Upon request, the Bidder shall submit such information as deemed necessary by the Owner to evaluate the Bidder's qualifications.

Each Proposal must be submitted on the prescribed form and accompanied by a certified check or bid bond executed on the prescribed form, payable to the City of Bend, Oregon, in an amount not less than 10 percent of the amount bid.

The successful Bidder will be required to furnish the necessary additional bond(s) for the faithful performance of the Contract, as prescribed in the Contract Documents.

Bidders on this project will be required to comply with the provisions of the President's Executive Order No. 11246 and requirements issued thereunder. The requirements for Bidders and Contractors under this Order are specified in the Contract Documents.

The bidder's attention is directed to the provisions of these Documents that relate to the utilization of minority business enterprises during the performance period of the Contract. The Environmental Protection Agency Region X has adopted the following goals for this contract:

- Ten to fifteen percent of construction work (on a dollar basis) shall be performed by minority subcontractors.
- Ten to fifteen percent of construction supplies and materials shall be procured from minority-owned suppliers.

Prior to award of a contract, EPA will review the proposals with respect to the bidder's degree of compliance with the above goals; a low bidder who has not achieved these goals must demonstrate to the satisfaction of the Director, Office of Civil Rights and Urban Affairs, EPA Region X, that the goals are not attainable on the Contract work.

The attention of Bidders is directed to the federal and state government requirements and conditions of employment to be observed and minimum wage rates to be paid under the Contract.

Any Contract awarded under this INVITATION TO BID is expected to be funded in part by a grant from the United States Environmental Protection Agency. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this INVITATION TO BID or any resulting Contract.

Before a Contract will be awarded, compliance with all EPA requirements specified in the Contract Documents will be subject to EPA review and approval.

For information concerning the proposed work, contact Bend Engineering Consultants, telephone (503) 382-4114.

A pre-bid conference for representatives, Bidders, and potential Bidders will be held prior to the date of bid opening. Information on the date, time, and place for the pre-bid conference will be sent by certified mail to all known holders of Bidding Documents.

The Owner reserves the right to reject all Proposals or any Proposal not conforming to the intent and purpose of the Contract Documents, and to postpone the award of the Contract for a period of time which, however, shall not extend beyond 90 days from the bid opening date.

Dated this 22nd day of December, 1978.

CITY OF BEND, OREGON
James W. Kerfoot
Recorder-Treasurer

ALLEN TEMPLE CME CHURCH
Corner of 8th and Skidmore
Sunday School 9:30 a.m.
Sunday Worship 11:00 a.m.
Christian Youth Fellowship 6:00 p.m.
(Second and Fourth Sundays)
Reverend Thomas L. Strayhand, Minister

New Hope Missionary Baptist Church
REVEREND A. BERNARD DEVERS, PASTOR
THE CHURCH DESIGNED TO MEET YOUR NEED

Sunday School	9:30 a.m.
Morning Worship	10:30 a.m.
Evening Service 2nd, 4th and 5th Sundays	7:00 p.m.
Communion 1st Sunday	5:00 p.m.
Wed. - Family Prayer Meeting and Bible Study	7:30 p.m.
Friday - Brotherhood Fellowship Service with Morning Star 3rd Sunday	7:00 p.m.

Prayer and Pastor Phone: 281-6476
Church Phone: 281-0163
3725 N. Gantenbain Avenue, Portland, Oregon 97227



ST. ANDREWS CATHOLIC CHURCH
806 N.E. Alberta Street
Reverend Bertram Griffin, Pastor 281-4429

Masses:
5:00 p.m. Vigil - Saturday
10:00 a.m. Choir - Sunday
12:00 p.m. Folk - Sunday

ST. ANDREW COMMUNITY SCHOOL
4919 N.E. 9th Ave.
Norita Kelly, Principal
Phone: 284-1620
Grades 1 through 8