

CITY OF PORTLAND

**Project Coordinator
Convention Center
Salary: \$28,900-\$37,400**

Duties: Coordinate development planning, financing, construction of a \$60M convention center expansion at the Memorial Coliseum Complex. Responsibilities include working with a Regional Convention and Trade Facilities Steering Committee made up of key elected officials and community leaders in the three-county Portland metropolitan area to determine the size, costs, management, funding, timing of the convention center. Other studies will be conducted regarding sports and trade facilities.

Qualifications: Professional accomplishments in public development planning and finance, implementation and construction; skill in producing effective written reports, persuasive oral communication skills; and the ability to establish effective working relationships.

**Program Development Assistant
Central City Plan**

Salary: \$21,100-\$27,300

Duties: Assist the Commission in the development of the Portland Central City Plan which will be a guide for public and private planning and development actions during the next 20 years. Coordinate and assist with citizen and technical committees and liaison with the development community and city bureaus. Prepare commercial, industrial and entertainment/recreational studies. Involvement in planning and execution of a new 100-acre DT redevelopment project with an arts district and housing emphasis.

Qualifications: Training in planning and urban & regional economics; experience in planning and/or land development with a public planning or development agency. Skill in producing effective written reports; oral communication skills; ability to establish effective working relationships.

To apply: Request Commission application form:

**Portland Development Commission
1120 S.W. Fifth Ave.
Portland, OR 97204-1968
Telephone: (503) 796-5349**

Completed application must in the Commission offices by 5:00 p.m. Wednesday, February 20, 1985.

Equal Opportunity Employer

VOLUNTEERS

The Epilepsy Association sponsors a community education program to promote understanding and a healthy attitude toward this widely misunderstood condition. Volunteer public speakers are needed to address students and community groups in the tri-county area. A six to eight week training session is provided for all volunteers doing public speaking.

The Multnomah County Library relies on volunteer workers to help provide many of its services. Library volunteers serve as storytellers, office assistants, book repairers and perform yard maintenance at various locations around Portland.

The Volunteer Bureau, a United Way agency, matches prospective volunteers with the needs of approximately 200 local agencies and programs. To find the right volunteer job, call

**The Volunteer Bureau
222-1355**

EDUCATION

**Research and Development Specialist
Education and Work Program**

Qualifications: Master's degree in education or related field; knowledge of and experience in delivery of career development services for persons preparing job changes; background in effective education and training services for adults, particularly those facing unusual barriers; proven speaking and writing abilities; experience in developing, organizing and managing project activities; skills in conducting staff training activities. Starting salary: \$27,571 to \$29,000 depending upon background. Letters of application and resumes must be received in the personnel office by 5 p.m., Feb. 22, 1985. In letter of application, indicate that you are applying for the research and development specialist position. Apply to:

**Northwest Regional Educational Lab.
300 S.W. 6th
Portland, OR 97204**

Equal Opportunity Employer

**PERSONAL
S.W.M.**

Very tall, athletic, warm, passionate, hard worker, looking for someone special. For information call,

David, 249-1891

CITY OF PORTLAND

**Racetrack Maintenance Specialist
\$1,448/mo. to start.**

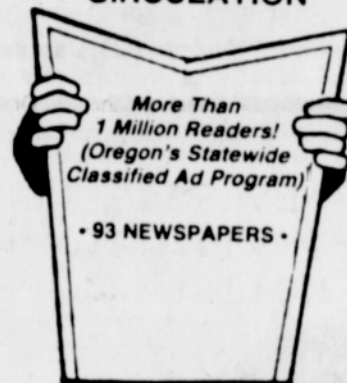
**Transportation Revenue Specialist
\$2,883/mo. to start.**

Apply by 5:00 p.m., February 8, 1985.

All positions include City-paid benefits.
RESUMES WILL NOT BE ACCEPTED.

Apply to
Portland Civil Service
1220 S.W. Fifth Avenue, First Floor
Portland, Oregon 97204
or
Urban League
10 N. Russell
Portland, Oregon 97227

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