

Classified

PROFESSIONAL

Vice President Operations

Portland Private Industry Council, Inc. (PPIC) seeking qualified applicant to serve as Chief Operations Officer in \$6,000,000 Federally-funded, private, non-profit corporation, providing employment and training opportunities to economically disadvantaged residents of Portland.

Qualified applicants must have degree in business, economics, or social service field; knowledge of business or public administration; at least 5 years professional experience in management, supervision or program operation; experience in planning, contract negotiations, and employment and training programs desirable.

Salary \$30-\$35K. PPIC is an *Equal Opportunity/Affirmative Action Employer. Qualified minorities and women encouraged to apply.* Applications available from:

Portland Private Industry Council, Inc.

1120 S.W. 5th, Room 400

Portland, OR 97204

(503)796-5208

Deadline to apply:

Noon, Nov. 15, 1985.

EARN \$4.87 HR.

We need assistance in evaluating and responding to daily work reports submitted by our agents throughout the state. No experience necessary. Paid to complete training. Work at home. For information send self-addressed, stamped envelope 9 1/2 inches long to:

AWGA

Dept. E

Box 49204

Atlanta, GA 30359

TEXAS REFINERY CORP.

needs mature person now in the Portland **Observer** area. Regardless of experience, write:

A. B. Hopkins

Box 711

Fort Worth, TX 76101

ADMINISTRATIVE ASSISTANT

The State Commission on Black Affairs is looking for a part-time Administrative Assistant. The position may later become full-time. Requires excellent office management and secretarial skills. Ability to work independently, exercise initiative, resourcefulness, and judgement. Strong planning, grantsmanship, PR, research, analytical and writing skills. Must have ability to communicate effectively with Commissioners, legislators, other officials, related systems and clientele served; ability to work cooperatively with commissioners and other volunteers. Submit resume to the Commission office at:

1257 Ferry St. S.E.

Salem, OR 97310

Phone 378-2969

Deadline for application, 12:00 noon, Wednesday, November 27, 1985.

EXECUTIVE DIRECTOR

Mental Health Association In Oregon

Location: Salem.

Responsible for advocacy, membership, chapter development. Administration, fiscal oversight, coordination of MHAO office, activities and programs. Some travel. Bachelors degree in communications, business or public administration, psychology, sociology, social work or equivalent in training or experience. Experience in advocacy and preparation of legislation. Salary up to \$30,000 plus benefits. Resume and cover letter to:

MHAO

718 W. Burnside, Suite 301

Portland, OR 97209

by December 5, 1985.

Equal Opportunity Employer

PUBLIC INFORMATION COMMUNICATION SPECIALIST

Portland Public Schools Department of Public Information and Communication. Requires 3-5 years' experience in public communication profession. Solid writing skills a must with ability to do it all, including publications, news releases, speeches, and community and employee relations. Knowledge of writing for TV and radio a plus. Ability to work under deadline. Degree in communications, public relations, journalism, English, broadcasting or related field required. Salary based on experience/preparation (range: \$22,000-\$29,000). Excellent benefits. Full job description available. Must complete PPS application; submit current resume work experience/training; three letters of reference detailing qualifications for position. Applications accepted through 5 p.m., Nov. 29, 1985. Apply:

Personnel Office PPS

Blanchard Education Service Ctr.

501 N. Dixon

Portland

*Equal Opportunity/
Affirmative Action Employer*

RECORDS TECHNICIAN

Unified Sewerage Agency \$7.40 to \$9.00/hr.

Revises and maintains sewer and vehicle maintenance records. Req. increasingly responsible exp. in an office environment dealing with the public and exp. with public agency records and maps. Exp. with personal computers pref. Agency application forms required, resumes NOT accepted. Apply by Nov. 15, 1985 to:

Washington County Personnel

150 N. First Ave., Room B-2

Hillsboro, OR 97124

Equal Opportunity Employer.