

SPECIAL JOBS FOR VOLUNTEERS

TUTORS

The Springdale Job Corps Center, located in Troutdale, needs volunteers to tutor academic and vocational skills; students at the center are disadvantaged youth being taught skills that will help them enter the work force. Volunteers tutor weekdays between 8 a.m. and 3:30 p.m., all materials are provided by the agency.

YARD SERVICE SUPERVISORS

Members of the Evergreen Club, part of the Southeast Mental Health Network, have begun a project that provides lawn service in southeast Portland. Supervisors accompany crews to their job sites, provide advice and instruction and encourage club members as they work. Volunteer supervisors are needed during daytime hours on Monday, Wednesday or Thursday.

JOB DEVELOPMENT COUNSELORS

Youth Progress Association helps boys ages 14-18 complete their education and secure employment that will allow them to function independently and successfully in the community. The agency has a real need for job development counselors to work in the office telephoning potential employers, matching youth with employment opportunities and counseling them how to hold a job. Job development counselors work daytime hours in the agency's southeast Portland office.

EVENING/WEEKEND OPPORTUNITIES

GRAPHIC ARTISTS

A variety of agencies need volunteers with graphic art skills. In every case the agency provides all necessary materials, project completion is at the volunteer's convenience and much of the work can be done at home. A senior center needs a graphic artist to help produce its newsletter; a daycare agency in Hillsboro needs its brochures and materials for speaking engagements updated; a youth placement agency needs someone to design posters and flyers for its adoption program; a city agency needs pen and ink drawings for a program guide, brochures for a plant sale, a logo design for a community center and posters for community schools programs.

PROGRAM AIDES

Friendly House is a multi-service center in northwest Portland offering help for troubled adolescents, seniors, families with pre-school children and people in need of emotional support. Club 53, a program of Friendly House, is a socialization and support group for chronically mentally ill adults and needs volunteers to attend club functions and act as role models for members seeking to reintegrate into society. Volunteers at Club 53 work evenings and weekends.

a non-profit agency that works with approximately 200 programs and agencies in Clackamas, Multnomah and Washington counties and matches prospective volunteers with service needs.

**The Volunteer Bureau
A United Way Agency 222-1355**

SECRETARY

REED COLLEGE

2 secretarial openings for full time, year long salaried positions. Send resume, cover letter & 1 letter of reference to: Robert Mansueto, Dean of Admissions.

**Reed College
Portland, OR 97202**

State salary requirements. Application deadline for both positions is May 19. Positions start as soon as possible.

Receptionist

Responsible for phones & campus visitor's program. Coordinate visit schedule of prospective students, including overnight & class attendance arrangements. General office work & special projects. Applicant should be personable, reliable, well organized, have pleasant telephone personality, and work well w-public & current students. Typing skills of 45 wpm; preference given to prior exp as a receptionist.

Mail Processor

Responsible for all outgoing mail. Oversee student workers who help w-mailings. Back up phone duty & general office work. Applicant should work meticulously, responsibly, & independently. Pleasant telephone personality important. Preference to prior experience in an office setting. Reed College is an Equal Opportunity Employer.

SECRETARY

Need sharp Secretary with excellent clerical, people, & organizational skills to provide support to the Development Department. You will be a member of a highly visible team in 1 of Portland's top notch public agencies. We require word processing skills & several years experience as a secretary. Salary: \$16,164-\$17,628 to start, annual increases, excellent benefits. To apply fill in application at:

**Portland Development
Commission**

**1120 SW 5th, Suite 1102
Portland**

(503) 796-5349

An Equal Opportunity/Affirmative
Action Employer

MANAGEMENT

PROJECT COORDINATOR

\$30,336-\$39,276

Coordinate public policy approval, program, design, engineering, & construction of major downtown projects including construction of public parking facilities in retail core, historic districts, & downtown residential districts.

Current projects in downtown Portland include: combined parking, garage/heliport, \$130 million mixed-use retail project by the Rouse Company, \$80 million waterfront housing/recreation project by Cornerstone Columbia Development Company, & 2 market rate residential projects providing in excess of 300 units & \$22 million in new infill construction.

Desirable qualifications include experience in planning & management of the construction of public improvements, especially parking structures; in preparing supporting policy to implement said improvements; knowledge of land use planning, public finance, grant procurement; excellent communication & inter-personal skills.

To apply, request Commission application from:

**Portland Development
Commission
1120 SW 5th Ave.
Suite 1102
Portland, OR 97204
(503) 796-5349**

Application Deadline
Monday, June 2, 1986

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BOOKKEEPER

Experienced permanent/part time needed immediately for non-profit organization, exp. required in write up of Journals, G/L, Payroll, A/P, and financial statement preparation. Send resume to Portland Observer, P.O. Box 3137, Portland, OR 97208.

RECEPTIONIST/TYPIST

Heavy phone traffic, must be personable with public light typing. Resumes only to KXL, P.O. Box 14957, Portland, OR 97214.