

**FAMILY DAY CARE
CO-ORDINATOR
(Substitute)**

The Co-ordinator's chief responsibilities will be to co-ordinate the Family Day Care Child Nutrition Program and assist with Day Care Information & Referral.

RESPONSIBILITIES:

1. Recruit, enroll, and train Family Day Care Providers for participation in the USDA Childcare Food Program.
2. Monitor existing Family Day Care Providers who are participating in the USDA Child Care Food Program.
3. Log, review, and process monthly menus.
4. Provide Technical Assistance & Child Development Training to Family Day Care Providers.
5. Plan quarterly workshops according to Day Care Provider's interest & request.
6. Assist with Day Care Information & Referral to Parents & Providers.

QUALIFICATIONS:

High School Diploma or GED. Preparation beyond High School is desirable, with experience or background in Nutrition and Child Development. Ability to work and communicate effectively with diverse groups of Adults. Ability to work independently as well as plan and co-ordinate this section of program with the other AMA Family Day Care Staff. Must have a car and a valid driver's license. Good benefits. Clerical skills are a plus.

SALARY AND HOURS:

\$5.00 per hour. Days & Hours vary.

CLOSING DATE FOR APPLICATIONS: March 6, 1987

AMA
1425 N.E. Dekum
Portland, OR 97211
(503) 285-0493

**NURSING
PHLEBOTOMIST**

Four full time positions available. Perform venipunctures, vital signs and hemoglobin/hematocrit determinations. Must have completed basic phlebotomy training and be capable of passing national phlebotomy certification, be able to travel outside the city on week long overnight mobiles and work irregular hours. Please apply no later than Friday, Feb 20, 1:00-4:00 p.m. at:

**American Red Cross
Human Resources Dept.
3131 N. Vancouver Ave.
Portland, OR 97208**

Equal Opportunity Employer

**UNLIMITED LONG DISTANCE
CALL ALL 50 STATES
24 HOURS A DAY FOR
ONE LOW FLAT RATE
CALL 535-3357
or 1-800-843-3152**

**POSITION OPEN
Production**

Five-day metropolitan business newspaper seeks competent layout/paste-up person with at least 5 years experience in makeup and markup of both classified and display advertisements. Duties will include lifting heavy equipment, maintenance work, and cleaning. Hours are from 8 a.m. to 4:30 p.m., \$9/hr., 24 paid days off annually, medical and dental; no weekend work. Contact Ali Hassanni, Production Manager, Portland Business Today, P.O. Box 10127, Portland, OR 97210. (503) 226-1311.

**POSITION WANTED
Editor/Reporter**

Business communicator seeks career change position with Western Oregon newspaper. Twelve years writing, editing and publication management experience. Kent State University journalism school graduate. VDT and photography skills. Contact: Ronald McNees at (213) 839-5588.

TYPIST WANTED

\$500 weekly at home! Write:

**P.O. Box 975,
Elizabeth, NJ 07207**

**ADMINISTRATIVE
ASSISTANT**

Corporate headquarters of national services company seeks bright self-motivated administrative assistant. Preferred qualifications include 3 plus years progressively responsible administrative/secrarial experience; proficiency with personal computers, Wordstar, Lotus 123; Dictaphone, planning and scheduling experience. Supervisory or "lead" secretarial experience highly desirable. Valued attributes include flexibility, ability to deal effectively and diplomatically with all levels of management/employees, ability to work well under pressure while maintaining professional corporate image. Salary commensurate with experience and ability. Respond in confidence to:

**Director of Personnel
Riedel Environmental Services
P.O. Box 3320
Portland, OR 97208**

**INSTRUCTORS &
COUNSELORS**

The U of O Upward Bound Program is accepting applications for instructors and resident group counselors for summer academic program June 21 to August 16, 1987 (reading, writing, speech, math, ESL, elective courses and PE) Applicants must submit letter of interest, application, resume and three letters of reference. Deadline March 4, 1987, applications available at:

**Upward Bound Office
1859 E. 15th
Eugene, OR 97403**

Affirmative Action/
Equal Opportunity Employer
Minorities and women
encouraged to apply.