

PLANNED TIME ANALYST/ COORDINATOR

Provides technical assistance to the Housing Authority of Portland through the Maintenance Department by implementing, refining, & monitoring a professional time management system. Applies existing planned time procedures to the monitoring & scheduling of maintenance work orders.

Experience & skills: B.S. in Management, Systems Science, Administration, or similar fields of work; or six (6) years related experience. Knowledge of: Data Processing methods; maintenance methods & materials; analytical methods & techniques. Skill in: written & verbal communication; planning & coordinating work of others. Ability to: understand technical & mechanical terminology; deal with personnel on ascending & descending levels; and, to present a point of view logically.

Pay Rate: \$11.45 per hour.

Apply at:

Housing Authority of Portland
1605 N.E. 45th
between 8:30-4:00, Mon.-Fri.

Only HAP employment application accepted. No resumes, cover letters, or other material will be accepted. Deadline for application: July 31, 1987.

An Equal Opportunity Employer
M/F

COFFEE SHOP ATTENDANT

Experienced in menu planning, food ordering, serving and cashiering. Personable and organized. Food Handler's Card required.

Resume' to:

KBC
1501 S.W. Jefferson St.
Portland, Oregon 97201

E.O.E.

SPECIAL JOBS FOR VOLUNTEERS

EVENING/WEEKEND OPPORTUNITIES

Health Services

The American Cancer Society's Breast Cancer Detection Awareness Project has 30 sites in the metropolitan area that need helpers to provide information and explain procedures to patients coming to the centers for mammograms. Many volunteers are needed to keep this project running 7 days a week, 9 am to 9 pm, May 1 to May 31.

Hospital Services

Volunteers are needed by the Labor and Delivery Unit of Good Samaritan Hospital to process patient status information, help families in the waiting room, run errands for nursing staff and assist with clerical projects.

SHELTER HOMES

Youth in crisis sometimes need temporary shelter and supervision away from their families. Adults who would like to provide this care for a few nights in their own homes will receive training and certification through The Shelter Care Resource Program of Janis Youth Programs, Inc. prior to placements. Single parents and working adults are welcomed. Alternative plans can be made for daytime supervision while you work.

CLACKAMAS COUNTY

Clackamas County Special Olympics has several opportunities for volunteers who want to make a difference in the lives of mentally handicapped individuals. Volunteers are needed to serve on committees dealing with public relations, membership, transportation, games and training. Coaches and assistants are needed to train athletes in track and field, volleyball, soccer, swimming and gymnastics. Volunteers are needed to drive the agency's bus to and from sporting events.

OUTING SUPERVISORS

The great outdoors beckons all of us on warm summer days and the Multnomah County Juvenile Court is seeking volunteers to help adolescents under their jurisdiction enjoy Oregon's recreational benefits. Volunteers are needed to organize outings and to transport and supervise youth at these events. The ratio of youth to supervisors is 2 to 1. Orientation is provided. A clearance check is required.

The Volunteer Bureau
A United Way Agency
222-1355

APARTMENT MANAGERS (3)

Wanted: Three (3) couples to manage (159) units (each) of a (478) unit mixed family & elderly complex at 8920 N. Woolsey Ave. Please look at complex before applying. Duties include light maintenance & ground work, renting apartments, re-determination of eligibility of tenants. Prefer apartment management experience, prefer good oral & written skills. Bookkeeping background helpful but not required.

Apartment and salary.

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POSITION WANTED

Reporter

Recent graduate from the University of Portland with a Bachelor of Science in Communications Management (double major in journalism and business) seeks reporting position. Began four years of writing experience covering features and news articles, and continued as foreign correspondent for school year spent abroad a Salzburg, Austria. Moved up to features editor coordinating and writing stories and editorials, photographing subjects and designing and pasting-up pages of the 12-20 page weekly paper. Gained time-management skills while concurrently interning at Oregon Magazine writing feature articles, conducting photo research and proofing copy. Contact: Heidi Ott, 14436 S.E. 122nd, Clackamas, OR 97015. (503) 698-3465.