

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

SECRETARY/ RECEPTIONIST

Seeking individual with lots of initiative for exciting Campaign Division position. Will provide clerical and receptionist support to staff and volunteers. Requires accurate typing at 55 wpm and above average abilities in spelling, grammar and punctuation. Competency with Display Write 4 and Lotus 1-2-3, plus skill with 10 key a must. Ability to work comfortably in an high activity environment for a large number and variety of people. Must have good telephone personality and experience in handling multi-line telephone system. Salary range \$13,000-\$17,000 plus excellent benefits. Send resume by July 27, to:

Carolyn Lewis
United Way/Columbia-Willamette
718 W. Burnside
Portland, Oregon 97209
228-9131

EQUAL OPPORTUNITY EMPLOYER

BUYER

The City of Gresham is seeking a Buyer to provide professional buyer expertise to prepare Requests for Proposals and Bid Specifications for City purchases. Coordinate inter-agency agreements and State Price Agreement purchases. Prepare cost comparison and dollar analysis reports. Establish and maintain purchasing related procedures, forms, files and resources. Qualifications: Three years of responsible office experience, including at least two years in accounting or buyer work, preferably supplemented by business school or college course work. Preemployment medical exam includes drug screening. Salary: \$1,897-2,421/mo. plus benefits. CITY APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE REQUIRED. Apply by 8/9/90. City of Gresham, Human Resources Div., 501 N.E. Hood, Suite 100, Gresham, OR 97030. (503) 669-2309. TDD (503)665-8519 EOE

MECHANIC

C-TRAN is seeking a diesel mechanic to perform mechanical and electrical maintenance, repair, and overhaul work on transit coaches in the shop or field. Position requires thorough knowledge of heavy duty transit diesel engines, manual and automatic transmissions, air conditioning system, shop techniques, paint refinishing and welding. Minimum of three years experience as certified journey-level coach diesel mechanic preferred. Strong electrical background desirable. Salary at 1989 range until new labor agreement ratified (\$9.13-\$13.49/hr.) Shift varies. To apply send resume to Personnel Manager, C-TRAN, P.O. Box 2529, Vancouver, Washington, 98668-2529. Position closes July 30, 1990.

EOE/MFH

SALES

QUALITY CONTROL SALES COORDINATOR

West Coast Grocery Company is accepting resumes for the position of Quality Control Sales Coordinator. Key accountabilities will include telemarketing, credit audits, problem identification and solution implementation.

Candidates must have excellent communication skills with ability to motivate and persuade, organizational skills with emphasis on details and accuracy, proven planning, creative and problem solving skills. Retail meal/perishable operations knowledge/experience preferred.

This is a full-time non-exempt position. Blue Cross/Blue Shield or Kaiser Permanente, WDS dental and profit sharing available. Send resume and career references to: West Coast Grocery Company, P.O. Box 12909, Salem, OR 97309, or apply at State Employment Division, 605 Cottage St. NE, Salem, OR
Equal Opportunity Employer
M/F/H

BECOME A PARALEGAL

Nationally Accredited, Attorney Instructed, Home Study, Established 1976, Financial Aid, FREE Catalog 1-800-669-2555. Southern Career Institute, Drawer 2158, Boca Raton, Florida 33427

MANAGEMENT UNIT FORESTER \$2387-\$3205

The Oregon Department of Forestry currently has an opening in Tillamook for a management Unit Forester. This announcement is to fill the current vacancy and develop a list for future vacancies throughout the state. Submit an application now if you wish to be considered for this job classification. The Management Unit Forester plans, directs, and supervises the activities associated with accomplishing land management objectives such as land management planning, timber sales, miscellaneous forest product sales, public relations, recreation and others. Qualifications are: a Bachelor's degree in forestry or related field (such as: wildlife management, biology, botany, plant pathology, forest engineering, civil engineering) two years of technical and professional forestry experience, one year of which must include responsibility for directing the work of others.

Announcement closes August 24, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, Or 97310, (503) 378-2565 for job announcement, test questions, and applications.

COUNSELING ASSESSMENT COUNSELOR C-V

Starting salary \$1644-\$1810 per month plus excellent benefits. CODA Inc. seeks Senior Counselor/Supervisor. Responsibilities include: diagnosis of substance addicted clients, clinical supervision of staff, liaison to community resources, provision of assessment services, development & implementation of policies & procedures, expertise in diagnosing chemically dependent women & dual diagnosis clients. Conventional hours 9AM-5PM, M-F. To qualify: Masters degree or substantial post graduate course work in a human services discipline or equivalent are required. 2 years supervised human services experience are strongly desired. Advanced training or experience with chemically dependent women & dual diagnosis populations preferred. To apply, complete & submit standard CODA application form including screening question responses to address below. Application materials available at:

CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity/affirmative action employer.

SALES McCaw Cellular

Communications, Inc.
Cellular One

Inside Sales Customer
Service Center

McCaw Cellular Communications, Inc., the nation's leading cellular telephone company, is seeking an experienced inside salesperson:

REQUIREMENTS:

- One year sales, telemarketing or cellular experience.
 - Ability to work with diverse customer base.
 - Ability to work closely with Cellular One Direct salespeople
 - Proven team orientation
 - Organizational, communications and "people" skills are necessary
- This position extends opportunity for an articulate, organized, self-starter to become a professional with a career path in one of the fastest growing industries in the nation.

Please address your resume to:

CELLULAR ONE
Human Resources/Inside Sales
409 SW Ninth
Portland, OR 97205

All Replies in confidence
An Equal Opportunity Employer

SCHOOL BUS DRIVER

A great part time job with competitive hourly wage, flexible shifts and an opportunity for attendance bonuses. Also optional retirement & medical benefits avail. Ideal for students & retirees. Call today for an interview. Mayflower Contract Services, 13000 SW Hall Blvd, Tigard, 620-0541.

Equal Opportunity Employer

COUNSELING

CLINICAL SUPERVISOR C-V (DTS)

Starting salary \$1644-\$1735 month plus excellent benefits. CODA Inc seeks qualified Clinical Supervisor/Counselor for outpatient drug treatment program. Responsibilities include: supervise 2 to 4 counselors, assist in administration of daily program operations, supervise adolescent treatment program, provide treatment services to adults, youth and families. Provide chemical dependency counseling to individuals and groups especially to complex cases. Assist in policy and procedure development, conduct in-house and external training events. Position works primarily conventional hours Monday-Friday with early evening groups at least 2 night per week.

To qualify: a Master's degree in human services discipline and 2 years experience (or Equivalent) are required, as is clinical staff supervision experience. Advanced knowledge/experience in chemical dependency issues and treatment techniques is preferred. To apply complete and submit standard CODA application form including screening questions responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity affirmative action employer.

COUNSELING

CLINICAL SUPERVISOR C-V ALPHA HOUSE

Starting salary \$1644-\$1735 per month plus excl benefits.

CODA Inc. seeks Senior Counselor/Clinical Supervisor for Alpha House Adult residential Treatment Facility. Responsibilities include administration of daily program operations; direct clinical supervision to staff of 3 to 5 substance abuse counselors; coordination of client admissions; diagnosis, evaluations, and treatment services; consultation with, probation and parole offices, schools, and area agencies, promotion and marketing activities; development and enforcement of policies and procedures; training of staff and the general public.

To qualify: a master's degree in a human services discipline and 2 years supervised human services experience or equivalent are required. Advance training/experience in chemical dependency, pregnant addict, criminal justice client issues, and residential substance abuse treatment very strongly preferred. Must be trained/trainable in CPR and capable of administering CPR for 15 minutes continuously.

To apply complete and submit standard CODA application form, including responses to screening questions to the address below.

Application materials and screening questions are available at CODA Inc.,

TCI CABLEVISION OF OREGON, INC.

An Equal Opportunity Employer, currently has an opening for the following position:

POSITION TITLE: CONSTRUCTION PERSON Full-time

QUALIFICATIONS: Ability to operate underground machinery, climb poles, handle 28' extension ladder, ability to drive a vehicle with a trailer. Good attitude, high school diploma or recognized equivalent. Prefer electronics degree. MUST BE ABLE TO PASS DRUG TEST & PHYSICAL EXAM.

APPLICATIONS ACCEPTED UNTIL: 8/1/90

Interested parties may submit applications/resumes by mail to:

TCI CABLEVISION OF OREGON, INC.
3500 SW Bond Portland, OR 97201
ATTENTION: John Marcum

MENTAL HEALTH/ OUTPATIENT

Adolescent Substance Abuse Treatment Program seeking qualified Family Counselor for treatment and support services to families. Engagement skills and ability to work in team setting necessary. Equal Opportunity Employer. Send resume to: 4531 SE Belmont, Suite 300, Portland, OR 97215

City of Salem

Sports Coordinator (Rec. Coord.II) \$1891-\$2393/Mo. + excell.fringe bene. pkg. Professional needed to supervise sports programs involving program planning, development in adult and youth recreation. Includes youth soccer, basketball, track; adult basketball, summer sports camps, tennis and other sports events. Responsible experience in recreational sports programs and supervision; 4-yr. degree in recreation, PE or related field. Must understand methods to develop, implement and evaluate rec. programs & facility operation; & objectives of public rec. programs. Possess valid 1st Aid Cert & ODL; OSAA Officials cert. in soccer &/or basketball is desired. REQUIRES SUPPLEMENTAL APPLICATION. Closes 8/10/90. 555 Liberty ST SE, RM. 225, Salem, OR, 97301. 503/588-6162. EOE.

NORTHEAST COALITION OF NEIGHBORHOODS YOUTH GANG PROGRAM POSITION: OFFICE MANAGER

Full-time position, \$8.00 per hour with benefits after six (6) months. Range of clerical and office management skills are required. Must type 50 wpm. Position includes staffing of a Gangs Hotline, taking of minutes for Youth Gang Task Force meetings, general office procedures, assisting Director, Outreach Coordinator and Graffiti Project. Typing and transcription tests will be administered.

Apply in person at:

Northeast Coalition of
Neighborhoods

4815 N.E. 7th Avenue, Room C-25
Portland, OR 97211

Deadline: August 3, 1990, 5:00 p.m.
No phone calls please. No applications will be mailed.

Equal Employment Opportunity
Employer

MYCAP/YWCA

Position Announcement LIVE-IN SUPERVISOR

In-House Supervisor of High Risk Youth One year work experience in a social services agency and working with high risk youth. One year of college (45 quarter or 30 semester hours) in a related social services field. Full time, benefits, \$10,080 annual salary, all utilities paid. Apply in person at 4732 NE Garfield, Portland, OR, or call 280-1050.

Equal Opportunity Employer

A/R REP

Leading consumer electronics firm is seeking a team oriented individual with prior cash posting experience in a credit environment. Must be detail oriented, have good account analysis & reconciliation skills, & type 40WPM. Data entry & PC experience required (prefer Lotus & WordPerfect). Must be familiar with commercial banking practices.

Will handle a variety of duties to include responsibilities for lock box envelopes, will post detail of remittances to customer accounts, prepare daily & monthly receipt reports, maintain files & assist with credit correspondence. Comprehensive fringe benefit package available. You may apply in person or send resume in confidence to:

Human Resources
16261 SE 130th Ave.
Clackamas, OR 97015

Equal Opportunity Employer
M/F/V/H

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MENTAL HEALTH

Program Coordinator for adolescent day treatment facility. Master's degree in human services, plus supervisory experience required. Send resume by August 3 to:

Tio's Nick's
7025 N. Lombard
Portland, OR 97203
EOE

MYCAP/YWCA

Position Announcement ACTIVITY COORDINATOR Coordination of High Risk Youth Activities

Two years of college (90 quarter or 60 semester hours) in physical education or a related field; or three years work experience in group activity coordination and youth supervision. And minimum one year experience in group activity coordination and youth supervision. And minimum one year experience in working with high risk youth. Full time, benefits, \$16,000 annual salary.

Apply in person at 4732 NE Garfield, Portland, OR, or call 280-1050.

Equal Opportunity Employer

EXECUTIVE DIRECTOR \$3050-4298 Monthly

The Oregon State Board of Nursing is recruiting for an Executive Director who will have administrative responsibility for the agency. The Board of Nursing is a regulatory agency that sets standards for education, licensing and practice of licensed practical nurses, registered nurses and nurse practitioners and training/certification standards for nursing assistants. To qualify you must have a Baccalaureate degree in nursing and a Masters degree in nursing, management or a health related field. To apply, send a completed State of Oregon PD-100 application, a current resume and a one page letter of interest stating how your education and experience qualify you for this position to:

Monica Woods
Oregon State Board of Nursing
10445 SW Canyon Road, Suite 200
Beaverton, OR 97005
503-644-2767

Applications must be RECEIVED by September 4, 1990, 4:30 pm.

MULTNOMAH EDUCATION SERVICE DISTRICT JOB OPPORTUNITIES

Our District provides programs and services to our 12 constituent school districts. We are currently looking for qualified individuals for the following positions:

Attendance Counselor 188 Days Fulltime & Halftime Educational Assistant, (Male) 190 days Pregnant Students/Teen Moms Programs Specialist 190 Days Registered Nurse/Complex Health Needs Specialist, Social Studies 210 days 4/hrs per day. Teacher, Special Education (MH Program) 190 days Teacher, Speech & Language 171 Days-4 1/2 Days Weeks Substitute Teachers, Educational Assistants, RN & LPN For required MESD application form, more info and closing dates call 257-1510 (24/hr job information) or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland.

An Equal Opportunity Employer

ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY-HEAD START

FAMILY SERVICE WORKER I-21 years of age and completion of 12th grade or equivalent; and,

FAMILY SERVICE WORKER II - AA in Human Services or related field with 4 years experience working with children and families in a human service capacity.

Both positions require acting as family advocate; knowledge of Clark County and its resources. Direct involvement in Head Start helpful. 40-45 weeks/yr.; 40 hrs./wk; salary range \$5.80-\$8.17/hr. d.o.q./d.o.e.

CLERICAL ASSISTANT II - Minimum two years clerical experience; one year of college or business school course work may be substituted for one year of experience. Rapid, accurate typist; prepare correspondence; knowledge of office practices; business English and correspondence layout; busy telephone.

All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m.-4:00 p.m., Mon-Fri, EOC Office, 10619 N.E. Coxley Drive, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EEOC Office by 4 p.m., July 31, 1990. EEOC/AA

SECTION 8 WAITING LIST CLOSURE

The Housing Authority of Clackamas County will be closing the Section 8 Existing Housing Program waiting list on August 15, 1990 at 5:00 PM, with the exception of the two and five bedroom waiting lists. The two bedroom waiting list will remain open until 5:00 PM on November 15, 1990 and the five bedroom waiting list will remain open until further notice. Any applications received after the closing dates listed above will be returned to the applicant. Applications will continue to be accepted for the Public Housing Program and Moderate Rehabilitation Program.

For further information contact The Housing Authority of Clackamas County, 13930 S. Fain Street, Oregon City, OR 97045; 655-8267.

Equal Housing Opportunity



ANNUAL GIVING OFFICER Portland State University

Portland State University seeks an Annual giving Officer. Responsibilities include: Planning and coordination of an annual giving solicitation program, including direct mail, personal solicitation, phonathons, gift acknowledgement, donor stewardship, volunteer recruitment, and special events coordination; Assisting with other fund raising projects. Requirements include a bachelor's degree and two years experience in fund raising; excellent communications and project management skills. Salary is competitive. PSU, an urban university of growing distinction, has 15,000 day and evening students on a downtown campus. PSU is a leader in the economic, social and cultural life of the city with strong traditions in liberal arts and sciences, the professions, and international education.

Send nominations or letters of application and a resume listing three professional references, by August 20, 1990, to: Office of Communications, Annual giving Officer Search, Portland State University, PO Box 751, Portland, OR 97207.

Portland State University is an equal opportunity/affirmative action employer. Minorities, women, and members of other underrepresented groups are encouraged to apply

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