

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## Together, we can make a difference

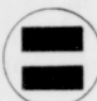
Since 1945, the Urban League of Portland has been working to improve the quality of life for individuals by seeking to achieve economic parity and self-sufficiency through community outreach and educational programs. We are currently in a state of transition, increasing and fine tuning our services to more fully serve our constituents, particularly in the area of Employment Services. It is for this area that we are seeking an

### Employment Outreach Coordinator

In this highly visible position, you will be responsible for interviewing and screening applicants for referral to Portland area employers and developing community outreach programs and presenting these programs throughout the community. You will also provide job counseling and try to find applicants a job that matches their skills and experience. This is a full-time position, initially scheduled to last for approximately one year. You'll need a minimum of 2 years' Human Resource employment experience, proven PR skills and an enthusiastic, "never say die" attitude. A superior organizational ability is a must and prior experience in program start-up would be highly desirable. This is an outstanding opportunity to improve the community while sharpening your employment skills.

Nike, Mentor Graphics, First Interstate Bank, U.S. Bancorp and Standard Insurance have teamed up with The Urban League of Portland to bring minorities and others who need special assistance back into the work force. It is through their participation that the Urban League is able to continue our work and develop the resources of our citizens.

We offer a competitive salary and benefits package as well as the opportunity to make a difference in the life of our community. For prompt and confidential consideration, please send your resume to: The Urban League of Portland, 10 North Russell Street, Portland, OR 97227. We are an equal opportunity employer.



The Urban League of Portland

Standard INSURANCE COMPANY PORTLAND, OREGON

U.S. BANCORP

First Interstate Bank

NIKE

Mentor Graphics

### Secretary

#### Special Services Memorial Coliseum

Starting Salary: \$8.69/hour. Full time.

We're looking for a well-organized person with good clerical and secretarial skills to support the Security, Medical and Admissions department (Special Services) based in Memorial Coliseum. Includes word processing, payroll, telephones, and various statistics, permits, etc.

High School diploma or GED. Two years general office experience required. Law enforcement clerical records-keeping experience preferred. 60 wpm. Ten key. WordPerfect 5.0.

Open to residents of First Opportunity Target Area only, February 5-18: Boundaries are Banfield Freeway, South; NE 42nd Ave., East; N. Columbia Bv., North; N. Chautauqua including Columbia Villa, West. For other job information call JobLine 230-6711.

Apply in person at offices of Memorial Coliseum, 1401 N. Wheeler.

### ADMINISTRATIVE

#### Special Assistant to the Executive Director OREGON STATE BAR

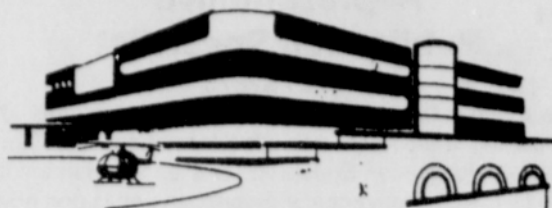
The Special Assistant is responsible for performing a wide variety of administrative and management activities within the Executive Service Division. This position will provide general administrative support while coordinating activities of the Executive Director and the Board of Governors of the Oregon State Bar. The Special Assistant is responsible for completing special projects for the executive director in areas of budgeting, long-range planning, bar governance and will interact directly with members of the public legal profession, the judiciary and bar staff.

This position requires: an associate degree from a college or university; minimum of seven years progressively responsible administrative work preferably for management in a corporate or governmental setting; skills in all aspects of administration. Applicants must have excellent interpersonal and communication skills. A Bachelor's degree in business or public administration is preferred.

Apply immediately. Send a resume with a cover letter that specifically addresses how the applicant meets the minimum and desired qualifications set for this position to:

Jack Pessia, Personnel Officer  
Oregon State Bar, Attn: SPA  
5200 SW Meadows Road  
Lake Oswego, OR 97035-0889

Deadline for applications is Friday, February 15, 1991.  
Equal Employment Opportunity Employer



### JOB OPPORTUNITY

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

EMANUEL HOSPITAL & HEALTH CENTER

A Legacy Member  
Equal Opportunity Employer, M/F/H.

### Auditing

#### INTERNAL AUDITOR

Responsibilities focus in auditing and financial analyses for the Company and subsidiary operations. Ideal candidates will possess a strong auditing background; preferably holding a CPA/CIA. Work history exposure to oil, gas and extractive accounting issues is highly desirable. A 3+ years audit background and Big 6 CPA experience are desired. Excellent verbal/written communication skills are essential. Excellent benefit package. Please direct your resume, salary history/requirements and a letter of application:

Northwest Natural Gas Co.  
P.O. Box 3410  
Portland, Oregon 97208-3410  
Equal Opportunity Employer  
JOB LINE - 503/220-2434

### NORTHEAST COALITION OF NEIGHBORHOODS, INC. YOUTH GANGS PROGRAM

#### POSITION: PROJECT DIRECTOR

The Youth Gang Project is a component of the Northeast Coalition of Neighborhoods, Inc., funded by the city of Portland's Bureau of Community Development, Multnomah County, and United Way. The Youth Gang Project services include: Outreach to your, families, and community and planning/networking with youth serving agencies.

#### The Project Director's responsibilities include:

- Staff supervision
- Program reports to funding agencies, governmental agencies and community groups
- Budget preparation and monitoring
- Coordination of services with City, County and non-profit agencies
- Program and staff development and evaluation
- Program evaluation
- Reports to funders, Task Force and NEC Board
- Makes presentations to community groups, agencies, as needed
- is project spokesperson to media

#### Skills Required for Position:

- Demonstrated supervisory experience
- Ability to communicate effectively, both written and orally
- Demonstrated skills with budgets
- Working knowledge of Inner Northeast/North Portland helpful
- Familiarity with Youth Serving Agencies and Juvenile Justice System
- Experience in working with diverse groups

A high degree of confidentiality required for this position. Police security checks will be required. Finalist must have insured vehicle with valid Oregon Drivers License.

Apply in person at:

Northeast Coalition of Neighborhoods  
4815 N.E. 7th Avenue, C-25  
Portland, OR 97211

Applications must be returned by Friday, February 15, 1991, 5:00 p.m. No applications will be mailed. No phone calls please.

### Counselor

Alcohol & Drug certified counselor to work 37.5 hours per week serving minority clients in an outpatient treatment program located in northeast Portland. Send resume by 1/25/91 to: C.C.M.H., 6329 N.E. Martin Luther King, Jr. Boulevard, Portland, OR 97211. Attn.: Personnel.

### Piano for sale: WANTED

Responsible party to take on small monthly payments. See locally. Trade-ins accepted. Credit manager 1-800-233-8663.

The Observer has changed the format of the classified section. If you have any questions, please call our office at (503) 288-0033.

### City Of Portland

Maintenance Director - to \$62,650/yr  
Systems Planner - to \$49,899/yr

For more info/closing dates call (503) 248-4573 (24 hr job information)

No resumes please

Bureau Of Personnel  
1220 S. W. 5th Ave., First Fl.  
Portland, OR 97204

Apps also available at:  
Urban League  
10 N. Russell



Minorities, females and disabled encouraged to apply

### Resource Development Project Coordinator

Responsible for volunteer recruitment, orientation, recognition, grantwriting, coordination of referrals to social agencies, and completion of special project. Requires effective communication skills, ability to work as a team member, good public relations skills, and recent computer experience. Requires two years experience in a community health care setting, and a commitment to the community served. Course level work in business preferred. Salary to \$1,666/month. Mail cover letter and resume to:

NPCHC

5311 N. Vancouver Avenue

Portland, Oregon 97217

By: Saturday, February 9, 1991.



### Northeast Coalition Of Neighborhoods, Inc.

#### Youth Gangs Program

Position: Outreach Worker

One (1) Permanent Full-Time Position and  
One (1) Temporary Position

Forty (40) hour work week. Salary is \$8.50 per hour. Some flexibility in hours based on needs of the program. Health benefits and vacation and sick leave after six (6) months of employment included in the permanent position.

High degree of confidentiality is required for this position. Employee will be working with youth, parents, schools, juvenile justice system, police, community residents and agencies involved with the Youth Gang Force.

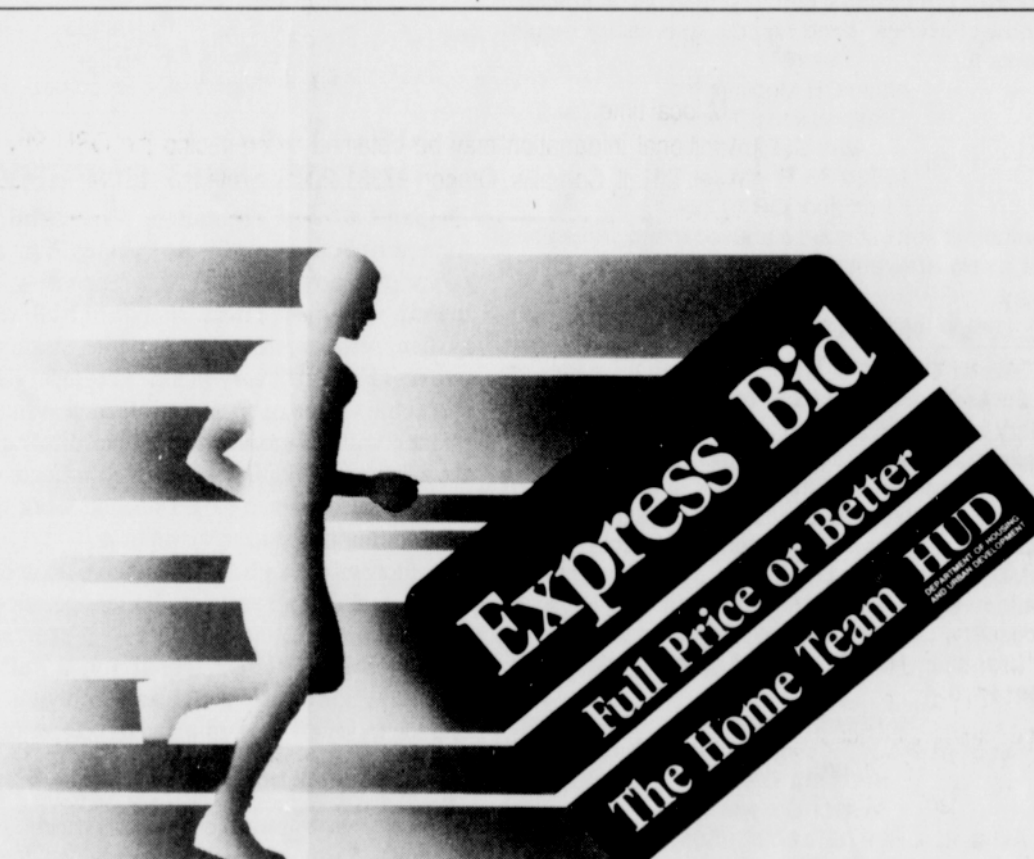
Applicants should possess the ability to articulate ideas effectively, both in written form and orally, before groups of citizens parents, public entities, schools and community-based organizations.

Should have knowledge of and be familiar with, the Inner North/Northeast Neighborhood Area.

Police security checks will be required of all finalists. Finalists must have insured vehicle and valid Oregon Drivers License.

Applications must be returned by: Friday, February 15, 1991, 5:00 p.m. No applications will be mailed. No telephone calls please.

Apply in person at: Northeast Coalition of Neighborhoods, 4815 N.E. 7th Avenue, Portland, OR 97211



## Buy a HUD home in a hurry with Express Bid!

Our tremendously successful Express Bid program makes the process of bidding for and buying a HUD home faster and easier than ever. That's because now when you bid full price\* or better on any HUD home, that bid will be opened at our daily (Tues.-Fri.) 2:00 p.m. bid opening.

Express Bids end the usual 10-day wait, speeding up decisions on every full price or better bid submitted. (If more than one Express Bid arrives for the same property at the same bid opening, the highest net bid is considered for acceptance.)

So if you're looking for a real home-buying bargain, and you're in a real hurry, then ask your real estate agent to Express your bid on a HUD home. It's another great reason to go with The Home Team® advantage!

For a listing of HUD homes available now, check the real estate classified section of the Sunday Oregonian.

\*A minimum full price bid is list price less a maximum 6% broker commission and a maximum 3% closing cost paid by HUD if requested.



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### Employment Opportunities

#### Multnomah County

Senior Management Auditor - \$31,111 - \$35,788 annually DOE; plan, prepare, and conduct performance audits in accordance with auditing principles for improved efficiencies in a government environment; requires a Bachelors degree in a related field and three years of experience preferably in performance auditing; apply by February 8, 1991.

WHERE TO APPLY: Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.

Multnomah County is an Equal Opportunity Employer offering an excellent benefit package.

#### Nursing

#### Licensed Practical Nurse/Educational Assistant Substitutes

Current licensure as a licensed Practical Nurse

with the State of Oregon required.  
\$9.85/hr

Required MESD employment applications can be obtained in person at MESD's Recruitment Office at 11611 NE Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive application materials by mail, please send a self-addressed, stamped envelope indicating position of interest to Multnomah Education Service District, Attn. Recruitment Office. P O Box 301039, Portland, Oregon 97220-1039.

An Equal Opportunity Employer  
Drug Free Work Place

#### Volunteers Of America Position Openings

FAMILY WORKER in shelter for homeless women and children. Bachelor's degree, experience with high risk children/families, knowledge of domestic violence issues required. Minorities encouraged to apply. Call Molly 232-6562 EOE  
CASE MANGER in shelter for homeless women and children. Bachelor's degree in psychology, sociology, social work or related field; experience with high risk children/families, knowledge of casework methods, communication skills required. Minorities encouraged to apply. Call Molly 232-6562. EOE.

Place your advertisement in the

Portland Observer

Office# (503) 288-0033

Fax# (503) 288-0015