

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Events Coordinator

NIKE Retail has an outstanding opportunity for an outgoing individual to plan and execute special events, clinics and services for assigned NIKETOWN stores. This will include coordinating the advertising/promotion budget and preparing a monthly events calendar. You will also develop and maintain contacts with local vendor resources and establish project tracking and budgets for all events.

To qualify, you'll need a minimum of two years' experience in events coordination and public relations to include a knowledge of budgetary controls, public speaking and retail. Superior writing skills and a Bachelor's degree in Journalism or equivalent are also required. You must also be detail oriented with excellent problem solving and creative skills with the ability to handle multiple projects.

NIKE backs every career opportunity with a competitive salary and benefits package. Please send your resume to: Employment Center, NIKE Retail, 3700 SW Murray Blvd., Beaverton, OR 97005. We are an Equal Opportunity Employer



Advertisement

Instructor, Writing Center Coordinator. Full-time, 9 month fixed term position. Center for Writing and Learning, Oregon State University. Requires M.A. in English, or comparable degree. Preference to candidates who have taught writing and/or worked in a writing center at the university level. Send letter of application, vita, three letters of reference by August 13, 1992 to: Lisa Ede, Director, Center for Writing and Learning, Oregon State University, Corvallis, OR 97331-6404 (737-2930). OSU is an Affirmative Action/Equal Opportunity Employer and is responsive to dual-career needs.

Community & Family Therapist

Provides family and individual therapy services to youth living at residential treatment center. Member of interdisciplinary treatment team in the living unit. Minimum Qualifications: Master's in Social Work or related behavioral field (preference for candidates with LCSW), 2 yrs. child care. exp. in a residential or day Tx setting OR 2 yrs. as adolescent & family therapist OR 2 yrs. exp. in any group care setting. Full time position with benefits, work evenings and weekends as required to meet resident and family needs. \$2,090 - \$2,537/month. Please submit completed application, cover letter and written exercise to: Children's Farm Home, PO Box 1028, Corvallis, OR 97339-1028. Applicants out of Corvallis area phone: (503) 757-1852. CLOSING DATE: 7/27/92. Equal Opportunity Employer

Programmer

For the Information System Unit of the Legislative Administration Committee. Position performs computer programming tasks required to achieve correct and efficient coding, testing, and documentation of computer programs. Must have experience in application development using relational data bases on mainframe computers, and structured system design and analysis techniques. Salary ranges \$2,005 - \$2,692 per month. A Legislative Administration Committee application is required. Application materials must be received by 5 PM, July 31, 1992. Contact Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310 (503) 378-8530. Fax (503) 378-3289. TDD: (503) 378-5009. EOE

Money

Personal, Debt Consolidation Home & Business Loan Up to 50K 1-800-377-4684

Community And Governmental Relations Manager

\$43,320 - \$60,960

The Oregon Department of Transportation seeks a branch manager. Community and governmental relations provides communications and legislative direction for the Department. We are looking for individuals who have a demonstrated performance record directing a public affairs, communications, or governmental relations program or organization. To apply, applicants must call or write to ODOT for an application package at (503) 378-6281, or ODOT, 120 Transportation Bldg., Salem, OR 97310. All completed application materials must be received by 5 p.m. on August 7, 1992. ODOT is an equal opportunity/affirmative action employer committed to cultural diversity.

Office Assistant

Class No. 012-0792-TR Planning Dept. Full-Time \$7.03 - \$9.90/Hr.

The Metropolitan Service District is recruiting for an Office Assistant to perform a variety of routine office support tasks according to prescribed procedures. Essential Duties will include receptionist duties, screening calls and visitors' typing; filing; mail routing; directing visitors; verifying information; and operating a variety of modern office equipment. Other tasks may be assigned to this position. This position closes Friday, July 31, 1992. Applications and Supplemental requirements can be picked up at the: Metropolitan Service District 2000 SW First Avenue Portland, OR 97201 Resumes will not be accepted AA/EEO Employer

METRO

Senior Transportation Planner

Planning Dept. \$33,679 - \$47,398

The Metropolitan Service District is recruiting for a full-time position assigned to the High Capacity Transit (HCT) Planning Section of Metro's Transportation Section in the Planning Department. The Senior Transportation Planner will coordinate transportation planning activities for a high capacity transit study as assigned. This position closes Friday, August 7, 1992 at 5:00 p.m. Applications and supplemental requirements will be accepted by mail if postmarked by 5:00 p.m., by the application deadline. Applications and supplemental requirements (if living out of state) can be obtained by calling the Metro Personnel Office, (503) 221-1646, Ext-292. Local residents may pick up Applications and supplemental requirements from the: Metro Personnel Office 2000 SW First Avenue Portland, OR 97201 Resumes will not be accepted AA/EEO Employer

METRO

Admissions Assistant to aid student recruitment and enrollment through telemarketing and other contact. Evening hours required. Bachelor's degree and minimum experience in telemarketing or related field required. Annual salary \$15,765 with full benefit package. Contact Human Resources at Concordia College, 2811 NE Holman, Portland, OR 97211, phone 280-8514. Application deadline 07/27/92.

* POSTAL JOBS *

Portland Area \$23,700 per year plus benefits. Postal carriers, sorters, clerks. For an application and exam information, call 1-219-736-9807, ext P-6857. 6 am to 6 pm, 7 days.

Secretary

Portland Center for the Performing Arts Full-Time \$9.42/Hr.

The MetroERC is recruiting for a full-time secretarial position for the Portland Center for the Performing Arts. This position is open to in-house employees and Target Area residents only. Target Area applicants applying for this position must live within the following boundaries: Columbia Villa and Chautauqua on the west; Columbia Blvd. on the north; Banfield Freeway on the south; and NE 42nd on the east. Essential Duties will consist for a wide variety of responsible secretarial and clerical duties in support of management, professional and technical staff; and provide general information and assistance to the public. Some specific duties will include proofreading; responding to complaints; maintain calendars and schedules of activities; maintain payroll reports; prepare billings; perform special projects, and other duties as assigned. This position closes Tuesday, July 28, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., July 28, 1992. Applications and supplemental requirements can be picked up at:

- The Metropolitan Service District
 - MetroERC & the Oregon Convention Center Administration Offices
 - The Urban League
 - The NE Workforce Center
 - Metro Personnel Office 2000 SW First Ave. Portland, OR
 - Oregon Convention Center 777 NE Martin Luther King, Jr. Blvd Portland, OR
- Resumes will not be accepted AA/EEO Employer

METRO

Maintenance Worker I

Salem Office Candidates must have a High School diploma or the equivalent and a valid Limited Journeyman Limited Energy license to be considered. Knowledge and skills to operate power tools safely and a valid Oregon driver's license is needed. The physical capacity to perform the assigned work such as: ability to work from ladders at various heights; lift up to fifty pounds; and work irregular hours when needed.

The salary range for this position is \$1,418 - \$1,762. Send an Application/Resume with cover letter by Thursday, July 30, 1992 to:

- SAIF Corporation Personnel Division PO Box 988 Salem, OR 97308-0988 FAX #(503) 373-8628 Equal Opportunity Employer

Accounts Payable Clerk

Oregon's fastest growing and largest retailer of Home Furnishings needs a qualified full time Accounts Payable Clerk. Successful candidates will have had experience in heavy volume of processing invoices, matching invoices to bills of lading, and receiving documents. Should have ten key by touch and one year accounting education. Must be able to work flexible hours, we have a rotating schedule. Some weekend work is required. We have a competitive benefit and compensation package and the opportunity for professional growth is offered.

NO PHONE CALLS PLEASE Apply at:

Smith's Home Furnishings

Corporate Offices 25600 SW Parkway Center Drive Wilsonville, OR 97070 Applications will be accepted 9am-5pm Monday, July 20 - Friday, July 24. Smith's is an Equal Opportunity Employer

Microcomputer Systems Analyst

Clark County, Washington Closing Date: July 31, 1992 Responsible for performing systems analysis, programming, and maintenance of the Corrections Department's microcomputers and local area network.

Requirements: Associate degree with course work in data processing, computer science, microcomputers or a related field.

Two (2) years experience working with microcomputers which operate under MS-DOS or comparable systems.

Salary Range \$1,827 - \$2,330 per month (Starting salary depending on experience)

Requires Clark County application and answers to supplemental questionnaire. For application materials contact:

- Clark County Human Resources 1013 Franklin Street P.O. box 5000 Vancouver, WA 98668-5000 (206) 737-6018 TDD: (206) 737-6032 Equal Opportunity Employer

10 Event Custodians

Oregon Convention Center Part-time \$7.57/Hr.

The Oregon Convention Center is recruiting for 10 part-time positions to serve as event custodians for the facility. This position is open to Target Area residents only. Target Area applicants applying for this position must live within the following boundaries: Columbia Villa and Chautauqua on the west; Banfield Freeway on the north; Columbia Blvd. on the south; and N.E. 42nd on the east. Essential duties will consist of cleaning of restrooms and maintaining restroom supplies; sweeping and mopping floors; answering questions from the general public; doing change-over preparation set-ups for events, and other duties as assigned. This position closes Wednesday, July 29, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., July 29, 1992. Applications and supplemental requirements can be picked up at:

- The Metropolitan Service District
 - MetroERC & the Oregon Convention Center Administration Offices
 - The Urban League
 - The NE Workforce Center
 - Metro Personnel Office 2000 SW First Ave Portland, OR
 - Oregon Convention Center 777 NE Martin Luther King, Jr. Blvd Portland, OR
- Resumes will not be accepted AA/EEO Employer

METRO

Economic Opportunity Committee Of Clark County, Inc. Family Service Worker II

AA in Human Services or related field with 4 yrs. working with children and families in a human service capacity.

Position requires acting as family advocate; knowledge of Clark County and its resources. Direct involvement in Head Start helpful. 40-45 wks./yr.; 40 hrs./wk. Entry level salary \$8.24/hr.

Requires 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, 10621 N.E. Coxley Drive, Suite 207, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC Office by 4:00 p.m., July 29, 1992.

Teacher's Aide

Playground Supervisor Position available: Teacher's Aide/Playground Supervisor gr. 1-5, Sept.-June. Experience with children in groups, good organizational skills. Resume: Harvey Zandt c/o OES, 6300 SW Nicol Road, Portland, OR 97223.

Packaging/Light Assembly

Oregon Cutting Systems, an established Oregon manufacturer, has immediate openings in the Tualatin area for part-time packaging workers. This 25-30 hour per week job is scheduled to be ideal for parents with school-age children. Pay is based on a piece rate targeted at \$8.00 per hour. No benefits are provided.

The ideal applicant will be detail oriented, able to be part of a team dedicated to doing things right the first time. High school level math and reading skills are required. Training in quality methods will be provided. Occasional lifting of 50lbs and packaging of light but large bulky objects required.

Please contact Todd Brown 657-2120 at the Oregon City State Employment Office or apply in person at Oregon Cutting Systems, 4909 SE International Way, Milwaukie, Or 97222.

- Oregon Cutting Systems Division Blount, Inc. 24 Hour Job Hot Line 653-4441 An Equal Opportunity Employer

Drafting/Design CIVIL

Requires minimum of 2 years AutoCAD experience with expertise in one or more of the following: roads, streets, highways, sewers, subdivisions. DCA experience a Plus.

ELECTRICAL

Electrical CAD Designers needed who have a minimum of 2 years AutoCAD or Intergraph work experience e. H.V.A.C.

Requires 2 years H.V.A.C. design experience, 1 year AutoCAD experience.

PIPING

Commercial and/or industrial piping on AutoCAD (2 years experience min).

STRUCTURAL

Requires steel and concrete design experience on AutoCAD (min. 2 years experience).

MECHANICAL

Requires minimum of 2 years experience, E/M CAD design; racks, panels, injection molded plastics. Minimum of 1 year AutoCAD experience.

FIRE PROTECTION

1 year AutoCAD experience with 2 years experience design fire protection systems.

For immediate consideration fax your resume to: 503-297-8030, or call:

297-8037

Job Shoppers, Inc.

"Engineering, All Discipline"

5319 SW Westgate Dr. #146

Portland, OR 97221

NO FEES

Equal Opportunity Employer

Secretaries

Our Clients need your secretarial skills. Positions throughout the Portland Metro area. Weekly paychecks, no fees. Short and Long Term assignments.

297-8037

Job Shoppers, Inc.

"Temporary Services"

5319 SW Westgate Dr. #146

Portland, OR 97221

NO FEES

Equal Opportunity Employer

Telephone Sales

SEARS SERVICE CENTER WE HAVE A LOT TO OFFER

We currently have positions available for Sears Telemarketers. Starting rate \$6.30/hour. 24-32 hours per week. We offer many benefits.

A CHANCE TO GROW FOR MOTIVATED PEOPLE

Apply in Person At: 2626 SE 122nd Ave., Portland

Equal Opportunity Employer