

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Program Coordinator

University Housing at the University of Oregon is now accepting applications for the position of Program Coordinator. This is half-time position (.5 FTE), twelve month, faculty position with the rank of instructor. The Program Coordinator is responsible for a broad range of Family Housing Community support programming and single graduate programming to include a variety of community programs and themes that support student academic success, family growth and development educational, and recreational programming.

Starting salary for this position is \$10,800 annually and includes all regular faculty benefit including health, retirement, and reduced tuition. A Bachelors Degree is required to be considered for this position. Professional experience or training in program development, implementing outreach programming for non-traditional students and their families in a higher education setting. Other qualifications include experience in supervision of a multi-cultural staff; knowledge of student development theory and/or personnel administration; exercising a leadership role in a community setting; the ability to organize work; the capacity to adapt to an ever-changing work environment; and to work well with co-workers, residents, and the general public. If hired, the candidate must be able to obtain an Oregon drivers license.

Academic application forms and additional information are available from University Housing, Walton Complex, University of Oregon, Eugene, 97403. Fax 346-4268. An Employment Application and supplemental must be received by Friday, October 16, 1992.

An Equal Opportunity, Affirmative Action (EO/AA) Institution

Administrative Assistant

The Portland Trail Blazers/Oregon Arena Corporation are looking for an Administrative Assistant to support its director of corporate communications. Qualified candidates will have a minimum of 5 years secretarial experience; be able to maintain confidentiality; have good telephone and interpersonal communication skills; have word processing and spread sheet experience (Microsoft Word and Excel preferred); have typing speed of 60 wpm and have recently held an administrative assistant position with a high degree of responsibility. Submit your resume by Sept. 25 to Portland Trail Blazers, 700 N.E. Multnomah, Suite 600, Portland, OR 97232, Attention Personnel Dept. No phone calls please.

Equal Opportunity employer

Engineering

Process Engineer

The James River Corporation's Wauna facility is looking for a Process Engineer interested in challenging work. Candidates must have these qualification:

BS in chemical Engineering or Pulp and Paper technology
Be a self-starter, take initiative
Work well unsupervised
Interact well with people at all levels of the organization
Have excellent written and verbal communication skills

0 to 5 years experience; pulp and paper experience preferred. Majority of assignments in kraft pulping and bleaching processes. Competitive salary and benefits. The Wauna Mill is located on Oregon Hwy 30 between Longview and Astoria. Send resumes to: Shelley Prouty, RT 2 Box 2185, Clatskanie, OR 97016. Equal opportunity employer, m/f/d.

Merchandise /Vendor

The Portland Trail Blazers are hiring merchandise vendors for the upcoming season. commission pay. Must have retail experience. Professional manner and attitude. Please submit your resume of experience to: Retail Manager c/o Portland Trail Blazers, 700 N.E. Multnomah, Suite 600, Portland, OR 97232. No phone calls please. Equal Opportunity Employer

Regional Planning

Class No. 357-0992-PL

Supervisor

Planning Department

1 Full-time Position

Salary: \$37,146 - \$54,121

The Metropolitan Service District is recruiting for 1 full-time Regional Planning Supervisor to: direct the work of the Land Use Planning section staff; advise and train staff as necessary; provide technical assistance to staff on complex problems; hires staff and recommends appropriate discipline; determines staffing requirements and monitors progress on specific projects and overall program; prepares, monitors and amends budget sections and strategic five-year financial plans, manages and directs the work of several regional planning committees; plans, procures and directs the work of outside consultants; represents Metro at local and state hearing, meetings and work sessions; presents and discusses program recommendations to the Metro Council, Executive Officer and departmental directors. Does other duties as required. This position closes on October 2, 1992.

Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Friday, October 2, 1992. Applications and supplemental requirements can be picked up at:

The Metropolitan Service District

MetroERC and Oregon Convention

Center Administration Offices

The Urban League

The N.E. Workforce Center

Metropolitan Service Dist.

2000 S.W. First Ave.

Portland, OR

Oregon Convention Center

777 NE Martin Luther King, Jr.

Portland, OR

Resumes will not be accepted.

AA/EEO Employer

METRO

Usher

Job Code No. 808824-COL

All Facilities

30 Part-time Positions

Salary: \$5.54/Hr.

The MetroERC is recruiting for 30 part-time ushers to work at all MetroERC facilities as needed. Essential duties will include: gathering and counting out programs; standing in an assigned area; greeting, directing and assisting patrons; escorting patrons to seats; watching for food and drinks being brought into the facility; monitoring the audience; advising patrons about violations of MetroERCs policies regarding smoking and alcoholic beverages; checking coats, bottles and personal belongings. May be assigned other duties. This position closes on October 1, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Thursday, October 1, 1992.

Applications and supplemental requirements can be picked up at: The Metropolitan Service District

MetroERC and Oregon Convention

Center Administration Offices

The Urban League

The N.E. Workforce Center

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Portland OR

Oregon Convention Center

777 NE Martin Luther King, Jr.

Portland, OR

Resumes will not be accepted.

A/EEO Employer

METRO

Mental Health

Treatment Coordinator

Innovative Residential Treatment Program for 6-12 year old emotionally disturbed children. Position involves working as a team member with young children both direct care and case management. Experience in early childhood preferred. Bachelors degree plus 2 years experience required. Excellent benefits. JCAHO ACCREDITED.

Resume to: Christa Read
Edgefield Children's Center
2408 S. W. Halsey
Troutdale, OR 97060
An Equal Opportunity Employer

On-Line Editor/ Videographer

Westcoast National Basketball Association team needs a "do it all" editor/videographer to help launch a new basketball oriented kid's show. Candidate should have a minimum of three years on-line experience (preferably on Sony 9000, Grass 200 and Ampex ADO) and be a super video shooter. Familiarity with the game of basketball and the ability to perform as a team player with a minimum of direct supervision will be important considerations. Position offers a good salary/benefit package and a stimulating work environment. Send resume of experience to: Executive Producer, 700 N. E. Multnomah, Suite 600, Portland, OR 97232. No phone calls please.

Equal Opportunity Employer

Travel & Events

Exhibit Services Coordinator
Nike, Inc. has an immediate opening in their Travel & Events Department for an Exhibits Services Coordinator to handle all aspects of Nike trade show exhibits. Major responsibilities include supervising the set-up and break-down of exhibits, coordinating and ordering Nike product, services and support materials necessary for exhibiting, coordinating hotel and catering services as well as tracking and maintaining show budgets.

Qualified applicants must have at least 3 years of extensive trade show/exhibit experience, college level coursework in business preferred, proven effective negotiation skills, excellent written, verbal and presentation skills, demonstrated ability to manage multiple projects within aggressive time line, strong Macintosh skills, merchandising skills a plus, able to travel and work extended hours and must be capable of lifting up to 70lbs.

please forward your resume to Nike, Inc. Employment Center, ORTE, 3700 SW Murray Blvd, Beaverton, OR 97005. This position may close at any time. Nike, Inc. is an Equal Opportunity Employer.



Hairstylist

Nike, Inc. has an immediate opening in their Hair Salon for a Hair Stylist to provide and perform professional hair, nail, and personal care services, such as: hair cutting, styling, coloring, permanents, manicures acrylic nails and facials. Responsibilities also include the handling of client payment transactions.

Qualified applicants must have at least 3 years of experience in all aspects of hair, nail and personal care services. Current Oregon cosmetology license and registration required. Must be able to operate salon equipment. The qualified candidate will also have excellent communication and organizational skills as well as being dependable, flexible and customer oriented. Must be able to work 2:00-6:00 pm Mon-Fri, as well as work additional shifts/hours during staff absences.

Please forward your resume to Nike, Inc. Employment Center, ORADD, 3700 SW Murray, Beaverton, OR 97005. This position may close at any time.

Nike, Inc. is an Equal Opportunity Employer.



Program Director

Major Portland FM Soft AC Station has Opening for Program Director. Requires Minimum 5 years experience. Resume to VP/GM, P.O. Box 14957, Portland, ORE. 97214

Equal Opportunity Employer

Work With Street Youth

Willamette Bridge Program will be accepting applications and training volunteers to work with street youth. Call Jill Chandler, 233-8111.

Clerical

Northwest Natural Gas Company

Do you enjoy a fast-paced, team-oriented environment that involves work processing stations and repetitive tasks. Our downtown office needs qualified candidates for a part-time (>20 hrs/week) position in the payment processing section of our Treasury Department.

Background/training in payment processing customer payments and mail extracting is desirable, but not required. Requires numerical accuracy, filing and 10 key skills (tests administered). Starting wage is \$8.66/hr with a benefit package. Only those selected for interview will be contacted.

Please identify this position (Reg. No. 92108) submitting work history and experience/training identifying skills pertinent to this position, by Sept. 25, 1992:

Northwest Natural Gas

Company

P.O. Box 3410

Portland, Oregon 97208-3410

Fax (503) 721-2506

An Equal Opportunity Employer

Job Information Line

503/220-2434

Publication Manager

The Portland Trail Blazers are seeking an experienced publication manager to head up new monthly publication. Must have experience as editor, sports writing preferred, be familiar with 4-color print process, circulation management, subscription campaign, and have a solid general publishing background. The Publication manager will be responsible for this project from concept through distribution, including coordination of free-lance writers, photographers, and editorial management, and will be primary liaison with the publisher. Please send resume of work experience to:

Personnel

c/o Portland Trail Blazers,

700 N.E. Multnomah, Suite 600,

Portland, OR 97232

Equal Opportunity Employer

HIV/Aids Specialist

F.T. position to plan, promote, generate revenue, develop and coordinate HIV/Aids educational program. Bachelor's degree and 1-3 yrs. experience in health education or education or equivalent experience and education required. Knowledge and experience working with diverse populations relating sensitive issues. Ability to manage volunteers. Must have valid driver's license. Hiring range \$10.34 to \$11.63/Hr. + benefits. Apply 8am - 1pm, Mon. - Thurs. Apps. also at Front Door Reception Desk 5pm - 7pm at:

American Red Cross

3131 N. Vancouver Ave.

Portland, Oregon 97227

Drug Test Administered

An Equal Opportunity Employer

Restaurant

Burgerville USA

Newberg

Assistant Managers

Inconveniently located for most of America. Yes, we are not everywhere. Only the Pacific Northwest. We began over 60 years ago and we are unique in other ways besides our location and our years of experience.

We need unique, career minded professionals to join our family. Assistant manager's salary up to \$24,000. We provide family coverage for health and dental insurance.

If you have a proven track record of supervising people effectively in either food or retail service, then we are interested in you. Call Terri Hurley 206-694-1521



PORTLAND OBSERVER

The Eyes and Ears of the Community

Office: (503) 288-0033

Fax #: (503) 288-0015

Finance

Financial Service Manager needed for non profit nutrition program for the elderly. Bachelors degree in finance, accounting or business, two years graduate level study or equivalent work experience in the field of accounting or business. Experience in nonprofit fiscal management. Ability to develop and manage an operating budget for multiple sites and departments and to analyze statistical information. Strong leadership, supervisory and management skills. Skills in various computer programs and application. Experience in management of government contracts and risk management including insurance policies and agreements. Apply at Loaves & Fishes, 6125 SE 52nd, Pt. OR. Equal opportunity employer.

Executive Director

Seek experienced professional to manage the North/Inner North-east YMCA. Requires demonstrated skills in program development, marketing, community needs assessment, fiscal management, volunteer development and ability to relate to multi-cultural population.

Programs include youth sports and child care. Strong association and great benefits. Salary range \$23,346-\$29,175, depending upon experience. Resumes are accepted until September 30, 1992. Mail all resumes to Dave King, North/Inner Northeast YMCA, c/o 2831 SW Barbur Blvd., Portland, OR 97201.

Custodian, Alternative Schools

210 Days - (2:30 PM - 11:30 PM)

Salary: \$7.91/hr

Application Deadline: 5 pm 9/30/92
MESD applications and information concerning minimum qualifications available M-F, 8-5, or send self-addressed stamped legal envelope, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017.
An Equal Opportunity Employer & Drug Free Work Place

Driver

Responsible individual needed, 16-20 hours weekly for headstart program. Class B/CDL required. Need OR school bus drivers license. Will train. Good DMV record \$7.46/hour. Medical & dental benefits included. Apply in person, Mon-Fri 9AM-4PM, 909 NE 52nd Ave.

Writer/Producer

West coast National Basketball Association team is seeking an experienced TV writer/producer to take charge of all aspects of producing a new basketball oriented kid's series. Candidate should have extensive professional writing/producing experience and have demonstrated ability to meet the tight deadline pressure associated with a 26 week series schedule. Creativity and willingness to contribute in whatever way necessary to ensure the success of the project will be critical. Previous experience with kid's oriented programming will be a plus. Please send resume of work experience to: Executive Producer 707 N E Multnomah, Suite 600, Portland, OR 97232

Equal Opportunity Employer

Port of Portland

Career Opportunities

Building Maintenance Mechanic I

Aviation Maintenance

Closing Date: September 25, 1992

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Port of Portland

Port of Portland

Career Opportunities

Financial Manager

Finance & Administration/Marine Finance

Closing Date: September 25, 1992

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Port of Portland

VISA or MASTERCARD

Anyone over 18—Yes, Anyone!

Application GUARANTEED

Call NATIONAL CREDIT

(805) 687-0885

For Best Results
Advertise in the Observer