

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Administrative Assistant Systems

Responsibilities include gathering and compiling data, generating reports, maintaining filing systems, assisting in grant writing coordination of files and developing informational materials. Reports to management team within a pregnancy, parenting, adoption services program. Applications available at The Boys and Girls Aid Society, 018 S. W. Boundary Ct., Portland, OR 97201. Deadline Oct. 7. Equal Opportunity Employer.

Administrative Assistant

Clerical: Reports to the managers of a pregnancy, parenting and adoption services program. Responsibilities include typing, filing, mail processing, establishing and maintaining filing and record keeping systems, special projects, and coordinating hiring process. Applications available at The Boys and Girls Aid Society, 018 S. W. Boundary Ct., Portland, OR 97201. Deadline Oct 7. Equal Opportunity Employer.

Alcohol/Drug Counselor

Implement an effective preventive alcohol and drug program providing support, information and resources to youth 16-25 involved in a residential vocational/education program. Qualifications: Bachelors Degree in Social Sciences and Oregon Alcohol/Drug Certification. by 10/5/92 Please send resume to Julie Blanchard, Springdale Job Corps Center, 31224 E. Crown Point Highway, Troutdale, Oregon 97060

EOE/MFVH

Data Processing LAN Analyst II

Nike, Inc. has an immediate opening for a Local Area Network Analyst in Information Systems, to Design and Implement LAN systems across a Global Communications Network, provide direction as a technical expert, assist in establishing Corporate standards and procedures, identify and develop new and emerging technologies, provide input to departmental operating and strategic plans, and provide technical assistance and instruction worldwide.

Qualified applicants must have a BS in computer-related field or equivalent, plus 4-5 years related experience, to include a min of 3 yrs experience supporting large complex LANs. Knowledge of Data Communications Networks and Protocols, with extensive knowledge of LAN operating systems and PC base technologies required. Experience with Banyan Vines and Apple Macintosh required, as well as experience supporting groups of networked PC users. Strong oral and written communications skills and ability to work with vendors, customers and as a member of a project team required. Please forward your resume indicating source code ORTDLCL to Nike, Inc. Employment-Center, 3700 SW Murray, Beaverton, OR 97005. Nike, Inc. is an Equal Opportunity Employer.



Male Educational Assistant

Multihandcapped Program
BFOQ - requires personal hygiene assistance and training
7 hrs day/190 days school year
Application Deadline: 5:00 pm, 10/19/92
MESD applications qualifications and salary information available Mon-Fri, 8:00-5:00, or send a self-addressed, stamped legal envelope, indicating position of interest to Multnomah Education Service District, Recruitment Office, 11611 NE Ainsworth Circle, Portland OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place

Secretary

Job Code No. 808802-PCPA
Portland Center for the Performing Arts
1 - Full-time Position
Salary: \$9.41/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 N.E. 42nd on the east. Essential Duties will consist of 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 proof-reading; 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 October 5, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, October 5, 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 N.E. Workforce Center
- Metropolitan Service Dist. 2000 S. W. 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

Office Assistant
Class No. 012-0992B-SW
Solid Waste Department
1 Full-time Position
Salary: \$7.03 - \$9.90

The Metropolitan Service District is recruiting for one full-time Office Assistant position. The person in this position will perform the following essential job duties: Performs department reception functions such as screening calls, and visitors, and taking messages; opens and routes incoming mail for the Solid Waste Department; performs general clerical duties including typing, filing, copying, and providing general information to the public; prepares outgoing mail. This position closes on October 9, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Friday, October 9, 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

Library Aide
Salary: \$647-743
20 Hrs/Wk.

The City of Eugene is accepting applications for a 20-hr a week position at the Eugene Public Library. Duties include sorting, shelving and desensitizing books. Must be available to work any four hour shift Sun-Sat, 9:00am-9:00pm. Application packets are available at Human Resource and Risk Services, 777 Pearl Street, Rm 101, Eugene, OR 97401

Marketing

Market Survey

Great opportunity to work with large telemarketing/market research company. Must have good phone skills. Job requires conducting survey for current research project. Transportation necessary for location Evening and weekend openings.
Phone 503-297-8037



Job Shoppers, Inc.
"Temporary Services"
5319 S. W. Westgate Dr., #146
Portland, OR 97221
Equal Opportunity Employer

Drafter

Civil AutoCAD

Excellent long term opportunity for Civil AutoCAD Drafter with a minimum of 1 1/2 years work experience on AutoCAD. Must also have plans and profile experience. Street/sewers exper. a plus Job is in Portland.

297-8037



Job Shoppers, Inc.
5319 S.W. Westgate Dr., #146
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No Fees
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RESUME FAX LINE 297-8030
Equal Opportunity Employer

Sheet Metal/Precision
We have immediate openings for Journeyman level:

Welders

& Installers

& Fabricators

& Machinists

Your 2-5 years industrial experience is just the ticket for our day, swing or graveyard openings. Short & long term assignments. Top Dollar & paid weekly!
Call Now: 297-8037



Job Shoppers, Inc.
"Temporary Services"
5319 S. W. Westgate Dr. #146
Portland, OR 97221
No Fees!
Equal Opportunity Employer

Case Manager

Housing: Safe Place Housing Project: Provide intake, assessment and short term case management service to pregnant and parenting women. B.A. degree or equivalent in volunteer or work/life experience. Awareness of shelter/foster care. Applications available at The Boys and Girls Aid Society, 018 S.W. Boundary Ct., Portland, OR 97201. Deadline Oct 7. Equal Opportunity Employer.

Administrative Assistant

Systems: Responsibilities include gathering and compiling data, generating reports, maintaining filing systems, assisting in grant writing coordination of files and developing informational materials. Reports to management team within a pregnancy, parenting, adoption services program. Applications available at The Boys and Girls Aid Society, 018 S. W. Boundary Ct., Portland, OR 97201. Deadline Oct. 7. Equal Opportunity Employer.

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Programmer Analyst

SAIF Corporation is looking for a Programmer Analyst to perform a blend of programming and analysis according to the following guidelines: journey-level programming skills combined with maximum opportunities for programming tasks; apprentice-level analysis skills combined with minimum knowledge of SAIF systems and minimal opportunity for analysis tasks.

Minimum qualifications include three years of business programming and analysis experience in a team environment or an equivalent mix of education and experience. Proficiency and/or familiarity with mainframe COBOL, OS JCL, EZPLUS, CICS, VSAM, Roscoe, design methodology, database systems concepts, and/or a personal computer language such as FoxPro or C is required. In addition, successful applicants will be familiar with significant PC software such as WordPerfect or Excel; and possess superior communication skills.

Qualified individuals are encouraged to submit a resume and cover letter to:

SAIF Corporation
P.O. Box 988
Salem, OR 97308
FAX: 503-373-8628

This recruitment may close at any time.
Equal Opportunity Employer

Marketing

RTSC Marketing Asst.

Opening exists for a high energy, professional individual to join Regional Trng & Simulation Center at Sherwood location of 340 employee Fire District. Will assist RTSC admin staff in coord marketing strategy and programs and making initial client contacts. Serves as office manager and as admin asst to RTSC admin staff. Must have 2 yrs exp in marketing dept or function w/high degree of public contact: 3-5 yrs of office exp including directing work of others. Proficient in Wordperfect and MS DOS applications in the areas of WP, databases, spreadsheets and graphics w/working knowledge of Macintosh. Ability to type 60wpm and transcribe machine dictation. HS degree or GED equiv; supplemented by college or business school courses in marketing preferred. Must hold driver's license valid in the state of Oregon and be insured by District insurer. Salary at \$1919-\$2686/mn. Full range of employer paid benefits. Required District appl available 8am-4:30pm at Tualatin Valley Fire & Rescue, 20665 SW Blanton Street, Aloha, OR 97007, 649-8577.

Closig Date: Oct 9th at 4:30pm.
Equal Opportunity Employer

Executive Director

American Civil Liberties Union Of Oregon (ACLU), a statewide, nonprofit organization headquartered in Portland, seeks Executive Director. Position requires management experience, ability to supervise programs in legislation, litigation, public education and development, and demonstrated commitment to civil liberties and civil rights. Salary range \$30,000 to \$35,000, depending upon experience, plus benefits. Submit written resume and a statement showing applicant's commitment to civil liberties to E. Walter Van Valkenburg, 900 SW Fifth Ave., Sute 2300, Portland, OR 97204. Target date for receipt of applications 10/15/92. Women and minorities are encouraged to apply. Equal Opportunity Employer.

Multnomah County

Office Assistant 2-Full and Part Time; \$8.64 per hour; apply by October 9.

Program Development Technician-Juvenile Justice Division; \$11.33 per hour; apply by October 9. Staff Coordinator-Board of County Commissioners; \$36-40,000; apply by October 2. For 24 hour job information, call 248-5035 or visit Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, Portland, during business hours. Equal Opportunity Employer

Administrative Assistant needed

for non-profit business organization in N/NE Portland. Prior administrative experience necessary and volunteer experience helpful. Successful candidate will be able to prioritize a variety of constantly changing tasks and possess excellent interpersonal communication skills in order to work with a diverse community. Salary is \$12,000 to \$14,000 per year. Send resume with cover letter to PO Box 11565, Portland, OR 97211

Mental Health

Program Coordinator

Community Mental Health Center seeks a Program Coordinator to supervise a psychiatric rehabilitation program. Must have experience with CMI, program development, evaluation, and ability to work on an interdisciplinary team. An ideal position for a creative outgoing individual with good interpersonal skills. Min. qualif: OTR, MSW, MS or BS with equivalent 2 yrs. experience in mental health. Competitive salary and benefits.

Resume to: Rodney R. Harry/Personnel Officer
Garlington Center N/NE Community Mental Health Inc.

4950 N.E. Martin Luther King Jr. Blvd.

Portland, Oregon 97211

Phone (503) 249-0066

Closing Date: October 09, 1992

E-O-E

Minorities and the Disabled Encouraged to Apply

PORTLAND OBSERVER
The Eyes and Ears of the Community™
Office: (503) 288-0033
Fax #: (503) 288-0015

RESTAURANT OPPORTUNITIES

THE EXCITEMENT IS GROWING IN GRESHAM!

Challenge. Excitement. Fun. Rewards. It's all waiting for you at our brand new Olive Garden location. We have more than 100 opportunities immediately available:

- Hosts & Hostesses
- Waiters & Waitresses
- Bussers
- Bartenders
- Cashiers
- Pasta Makers
- Prep Cooks
- Line Cooks
- Dish Machine Operators

Take advantage of the rewards The Olive Garden has to offer you: paid vacation; profit sharing; server sales achievement awards; meal discounts and medical/dental (with certain eligibility requirements).

Applications will be taken Monday-Saturday between 8 a.m. and 7 p.m. Apply for any of the positions listed above by visiting with us at our newest location:

2330 SE Burnside Road (West of Powell & Burnside) Gresham

An Equal Opportunity Employer



THE ACCENT'S ON SUCCESS

AUTOMATED OFFICE SYSTEMS

AN ALCO STANDARD COMPANY

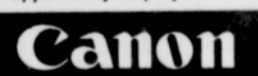
Graphic Systems Specialist

Automated Office Systems has an opportunity available for a Sales Specialist in our Graphic Systems group. Responsibilities include marketing the new Canon CJ-10 Color Bubble Jet Copier and Canon Bubble Jet Printers.

The ideal candidate will be computer literate and have a strong background in color graphics applications. At least two years of successful sales experience is preferred.

Excellent working environment in our dynamic growth company with the best of company paid benefits. For immediate consideration please send resume with earnings history to:

Sam Kress/Sales Mgmt Color/Graphics
Automated Office Systems
12100 S.W. Garden Place
Portland, Oregon 97223
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Restaurant/Management

SEEKING ENTRY LEVEL AND EXPERIENCED MANAGEMENT CANDIDATES.

Starting in 1972 with a single restaurant and growing to where we now operate 29 restaurants in the Portland/Vancouver metropolitan area and still expanding.

If you are mature-minded, energetic and have PRIDE, come over to Burger King. We have excellent training programs and benefits package.

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Come into our main office & fill out an application or send your resume to: Restaurant Management Northwest, Inc. 1410 SW Jefferson, Portland, OR 97201. Attention: Denise Ribbeck