

CLASSIFIEDS

The Portland Observer

503-288-0033

Standard Insurance Company

Portland, Oregon

Dedicated To Excellence

We need people with a wide range of talents to join us as we help families and businesses achieve financial security through Standard's products and services.

Qualified individuals are encouraged to apply for the following job opportunity:

DEFINED CONTRIBUTION ANALYST

Coordinates the administration of defined contribution plans in compliance with regulatory requirements to provide customer satisfaction and contribute to Division growth and profitability. Excellent organizational, analytical and communications skills required. Must have demonstrated strong math abilities, experience with interpreting legal documents, previous pension administration and computer experience. Accounting knowledge, OMNIPLAN daily valuation experience and DCVAL applications experience a plus.

Our job openings represent excellent opportunities to be associated with a growing company proud of its financial strength.

Standard Insurance offers a smoke-free work environment and a comprehensive benefit program which includes a family package with child care subsidy and referral service, medical, dental and vision insurance. Our home office is conveniently located downtown and we provide a transit subsidy for our employees who take advantage of public transportation.

Application deadline is Wednesday, July 14, 1993 at 1pm. Business hours are 8am to 5pm and a room is available from 9am to 1pm for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 2.

Standard Plaza

7th Floor,
Human Resource Office
1100 SW 6th Avenue
Portland, OR 97204
Equal Opportunity Employer

Part-time Intern Job

The Albina Ministerial Alliance (AMA) is seeking a fundraising intern for a three to six month mutual learning experience. The intern will work with outside fundraising counsel to begin the development of a long-term, ongoing effort to provide financial support to the mission of the Alliance.

AMA promises the intern a broad-based learning experience that culminates with a formal report that will be used by AMA and can be taken with the intern for future use in their career. There is a strong likelihood that a permanent development position will be opened during the internship, thus giving the intern an inside track on securing this position. Please note however, that a thoughtful community search will be conducted.

The successful intern candidate will be an individual with powerful communication skills both oral and written - informal and formal. Previous fundraising experience is not required, but relevant life experiences will be valuable. Maturity in attitude, patience, marketing skills, and enthusiasm for the mission of Albina Ministerial Alliance and the community it serves will be critical factors.

Please apply to:
Albina Ministerial Alliance
1425 NE Dekum -
P.O. Box 11243
Portland, OR 97211
Closing Date:
June 29, 1993, 5:00pm

Make Your High School Diploma Pay Dividends:

You will train in a marketable skill while earning a monthly salary. The Oregon Army National Guard can give you a \$2,000 Bonus and the Montgomery GI Bill for college. Call SFC Carter 280-6007 OR 1-800-255-2764

Human Resource Manager

Portland Development Commission

Salary: \$43,000 - 64,500/year D.O.E.

Seeking organized "hands-on" Human Resources Manager with advanced technical skills to perform multiple duties, i.e.; recruitment selection; training; employee relations and benefit administration; policy guidance on existing and new laws; ability to develop strategies for innovative HR programs; Affirmative Action Policy and program; Advanced writing ability, word processing and computer skills. Knowledgeable in Federal/State/City rules and regulations. Must possess highly developed interpersonal skills, sensitivity, conflict resolution, communication and facilitation skills.

Bachelor Degree in Human Resources, Public Business Administration or related field. Requires 3-5 years experience in a Human Resource position. Prior experience in a public environment is a plus.

Applications are available at PDC, 1120 SW Fifth, Suite 1100, Portland, Oregon 97204. Resume must be attached to Commission application. Closing date: July 16, 1993.

The Portland Development Commission Values Diversity In Its Work Force And Is Committed To equal Employment Opportunity and Affirmative Action

Northeast Coalition Of Neighborhoods, Inc. Youth Gangs Program Program Director

Full Time Position. Forty (40) hours per week, some night and weekend meetings. \$14.26 hrly, plus benefits.

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
- Reports to NECN Board and Youth Gang Task Force
- 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

Must possess a four (4) degree, plus two (2) years related work experience. Additional related experience may be substituted for degree. A high degree of confidentiality required for this position. Police security checks will be required. Finalists must have insured vehicle with valid Oregon Drivers License.

Apply in persons at:
Northeast Coalition of Neighborhoods
4815 N.E. 7th avenue, C-25
Portland, OR 97211

Applications must be returned by Friday, July 23, 1993, 5:00 p.m. No Application Will Be Mailed. No Phone Calls Please.

2 FT telephone operator positions open in busy office. Operators answer incoming lines and assist customers with book requests. Some evening and weekend work is necessary. 1 year telephone or bookstore and experience working closely with a team is desirable. \$6.00 plus benefits. Resumes to R. Whittemore, Powell's Bookstore, 1005 W. Burnside, Portland, Or. 97209 by July 13, 1993. Please, no phone calls.

Counseling

Counselor III

Salary \$1300-\$1350 + benefits
CODA Inc. seeks a counselor for ALPHA House residential treatment facility to: diagnose and treat a caseload of clients, conduct individual and group counseling and therapy, maintain client records, perform external liaison. Shift works Tues-Sat, daytime hours except Wednesday which is 1:30-9:30pm. To qualify: Bachelors degree in relevant discipline and 2 years human services experience are required. Residential treatment experience preferred. Applicant must be certified and capable of performing CPR for 15 minutes continuously.

Persons currently serving supervised parole or probation are ineligible. Applicants must consent to and successfully complete a criminal background investigation.

To apply submit standard CODA application form including screening question responses to address below.

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. (503)239-8400.

Equal opportunity affirmative action employer.

Intake Worker

Albina Ministerial Alliance is seeking for a full time intake worker (preferably bi-lingual) for our **Community Services Program**. Along with directing the program's incoming calls, the position requires some short term case management. Applicant must have some intake-assessment eligibility work experience.

Homeless Families

Case Manager

Albina Ministerial Alliance has space for a full time Case manager for our **Community Services Program**. Applicant should have BA/BS in Social Services as well as 2 yrs. experience. Some job duties include: life skills training, assessment, and case management. Drivers license and dependable transportation is needed.

All interested persons should send resume to:
AMA 1424 NE Dekum, Portland, OR 97211, Attn: Eileen Byrnes

Family Service Coordinator: 2 years experience/education in social services or related field, knowledge of community resources, compute experience. Applications Available: Albina Head Start 3417 NE 7th, Closing date: 7/15/93.

KUPL Radio

Receptionist

Interview Deadline: July 9, 1993
Salary: \$1,000/mo. + Benefits
Days: Mon-Fri 8:30a-5:30p
Qualifications: Front office/receiving. General clerical duties, including light filing; mail distribution; type 45+ WPM (test required).

Experience: Excellent Multi-line phone skills

KUPL Radio

6400 SW Canyon Ct.

Portland, OR 97221

(Located in the Sylvan Area.

Bus service is not convenient.)

No Phone Calls Please.

Apply In Person: July 7-July 9: 10A-3P Only!

"We are an Equal Opportunity Employer"

Social Services

Dir. Of Family Services

Provide intake, outtake, placement, and referral services for families who have had a family member die. Facilitate child & adult support groups with trained volunteers. Must have masters degree & exper w/children, grief work helpful. Some evening work required. Send resume, salary history, and requirements to: Executive Director, The Dougy Center for Grieving Children, PO Box 86852, Portland, OR 97286. E.O.E.

Director Of Development

One of Oregon's largest community behavioral health centers seeks an energetic development professional to take fund raising efforts to the next level. This is an opportunity to excel in major gifts, foundation grants, special events, direct mail, planned giving and other areas. Work closely with an enthusiastic board and executive in one of the nation's most livable cities. Three years development experience minimum. Salary mid-\$30,000 DOE.

Dr. John Shustitzky
Tualatin Valley Center
14600 NW Cornell Road
Portland, OR 97229
E.O.E.

Liquor License Investigator

Oregon Liquor Control Commission

OLCC is recruiting for people with excellent human relation skills, public service ethic and sense of discretion. Recruiting for two current openings in Salem and also to ESTABLISH LIST FOR FUTURE OPENINGS. For application contact nearest State of Oregon Employment Division Office. Applications must be received by 5:00 pm, on July 21, 1993. Affirmative Action/Equal Opportunity/ADA Employer.

Food Service Workers

Immediate openings for individuals to work on a supplemental basis in our patient food and/or employee/visitor cafeteria. Selected candidates may perform any of the following duties: washing dishes, serving food, replenishing supplies, cleaning & stocking areas, catering activities.

Requires Multnomah County Food Handlers Certificate, excellent interpersonal communication skills, ability to lift 50 pounds, stand and walk for extended periods.

Please apply at our employment office, 2282 NW Northrup, Tues.-Thurs., 9AM-3PM. For a listing of other open positions, call our JOB HOTLINE at 229-7061.

Good Samaritan Hospital & Medical Center

Alcohol & Drug

Program Director for culturally-specific, outpatient treatment program in northeast Portland. Requires a degree in human services or related field, a minimum of 3 years continuous sobriety if in recover, and demonstrated competency in management of an alcohol/drug facility. Send resume by July 31, 1993 to: CCMH, 6329 NE M.L. King Blvd., Portland 97211, Attn: A & D Program Director.

Non-profit civic education, and research organization requires strong word processing, telephone, organizational and people skills. Ability to work independently with attention to detail imperative. Excellent benefits. Salary \$1350 per month. Send cover letter and resume to Executive Director, City Club of Portland, 317 SW Alder, Suite 1050, Portland, Oregon 97204 by 5:00 pm Friday, July 16.

Community Yard Sale

July 23rd

10-3 pm

Dels Care Center

319 N. E. Russet

1 Block No. of M.L.K

For Information Call 289-5571

All Proceeds Benefit Del's Care Center

Portland Opera seeks experienced manager to supervise all aspects of box office and customer service operations. Previous managerial experience including computerized ticketing (preferably TicketMaster) required. Resumes to PR Director, 1516 SW Alder, Portland, OR 97205. Equal Opportunity Employer.

Data Processing Professionals

Blue Cross and Blue Shield of Oregon is currently accepting applications for Systems Development Professionals in our Systems Services Department.

Experience should include new system development using COBOL, VSAM, OS/JCL, and TSO/ISPF. Experience with Easytrieve Plus, CICS, C++, Adabas/Natural, Expert Systems or PCs is desirable.

Lead Analysts

Requires extensive background in the development of mainframe based systems and demonstrated success in a project management role. CICS experience is desirable.

Senior Programmer Analysts

Requires a minimum of 5 years exper in performing systems analysis & design, coding, testing & implementation assignments. Must have demonstrated project leadership exper.

Programmer Analysts

Requires a minimum of 2 years experience in performing systems analysis and design, coding, testing, and implementation assignments.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #121 at the top of your resume or in your cover letter. Send resume to:



Blue Cross
Blue Shield
of Oregon
Human Resources Dept., 3rd flr
100 S.W. Market
Portland, OR 97201
TDD #225-6780
Equal Opportunity Employer

Technical Support Specialist

Are you interested in becoming part of a strong team effort to provide UNIX systems administrating for Northwest Natural Gas Company computer users! The downtown One Pacific Square location in Portland, Oregon seeks qualified candidates for a position that requires no less than 10 years IS experience (minimum 5 yr UNIX-systems). Qualified candidate will possess a degree in Computer Science with experience with multiple operating systems and programming languages; knowledge of X11 and Motif windowing environments. Experience necessary; creating shell scrips using KORN shell, DCE and DME technologies; minimum 3 yrs supporting a "production" quality UNIX multi-vendor networked environment in a commercial/engineering establishment. Familiarity with SOLARS 2.2/5V.4 operating system desirable.

This term position is for a maximum of 3 years (renewable annually) and offers an excellent benefit package. Salary range for this position is \$3,886/month-\$5,201/month.

Please direct your resume and letter of application specifying this position by July 16, 1993.

Northwest Natural Gas Company
HR, Employment (Req No 93057)

220 NW Second Avenue

Portland, Oregon 97209

FAX (503) 721-2506

Equal Opportunity Employer

Environmental Toxicologist

\$2950 - \$3932 Monthly

The Oregon Department of Environmental Quality in Portland is a dynamic state agency committed to protecting the environment of Oregon. We are currently seeking high quality, self-motivated professionals for an Environmental Toxicologist position in Portland.

The Environmental Toxicologist serves as the Section specialist on environmental hazards of toxic substances and is responsible for preparing a critically reviewing risk assessments of human health or environmental effects of toxic substances in the environment. This position requires equivalent to a Master's Degree in Toxicology, or a closely related field, and four years of experience as a toxicologist in an environmental program.

The State of Oregon offers a substantial benefits package to employees, including medical, dental and life insurance, paid vacation, sick leave and holidays, contribution to a retirement plan, and a deferred compensation plan.

If you would like to be considered for this position, please leave a message on the DEQ job recording line (503) 229-5785 by Wednesday, July 14, 1993 to request an application and detailed announcement. Deadline for receipt of application materials for the current vacancy is 5:00 p.m., July 23, 1993.

Equal Opportunity Employer.

Employment

City Of Portland

Senior Risk Specialist - to \$51,022/year at top of range

For more info/closing dates

call (503) 823-4573 (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.