

CLASSIFIEDS

The Portland Observer

Chef
Assistant Director/Sous Chef
 Level 3 Staff position, starting salary \$21,855 with comprehensive benefits package. Responsibilities include managing and coordinating all production within Dining Services operations; producing menu items for scheduled shift; coordinating, receiving, inspecting and storing all food purchases, assisting in maintaining internal control procedures, assisting in menu development. Qualifications include Associate Degree in Culinary Arts or Certificate of Completion from an accredited Culinary school and 2 years progressive related experience as Sous Chef, preferably in college/university food service. Must relate well to students of all ages and cultures. Send resume to Director of Human Resources, Concordia College, 2811 N.E. Holman, Portland, Or 97211. Closing date 09/20/93.

Collection
Phone Collector
 Paragon Cable is recruiting for a part-time Phone Collector. Job duties would include making phone calls to customers via a script, explain billing situations while maintaining professional customer friendliness at all times Research and tracking. Maintaining department standards for calls per hour. The qualified applicant would need a high school diploma or equivalent, familiarity with computer keyboard, 10-key skills. Previous phone experience in collections or customer service is preferred. The work shift is M-F, afternoon/evening and Saturday morning/afternoon. We offer a comprehensive benefits package and a drug-free workplace. A pre-employment drug test is required. Please apply at: 3075 NE Sandy Blvd. We are an Equal Opportunity ADA Employer

Counseling
Family Treatment Counselor
 \$1294-\$1350 mo. + benefits.
 CODA Inc., seeks full time counselor III to: diagnose and treat caseload of clients, some of whom are pregnant and or have small children, conduct individuals, group, and family counseling, conduct structured, educational groups and parenting classes. Consult and perform liaison with CSD probation & parole offices and other agencies. Position works primarily conventional hours Mon-Friday but requires some evening work.
 To qualify; bachelors degree in relevant discipline and at least 2 years supervised human services experience (ideally with pregnant women and or children) or equivalent are required. Knowledge of chemical dependency and experience with chemically dependent population every strongly preferred.
 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

Clerical
Multnomah Athletic Club
 is currently hiring for a part time position Thursdays and Fridays in our social office. Position requires good office & writing skills, good telephone manner, some computer & bookkeeping experience. Must enjoy detail work. Please call for an appt. 9-11 a.m. 223-8748 Equal Opportunity Employer.

Sales
Paragon Cable
Commercial Sales Representative
 Paragon cable is seeking an individual who will sell Digital Music Express, cable television, and messaging services to Portland, area businesses. The qualified applicant must have two years of proven successful sales experience in calling on new business clients in addition to maintaining a customer base. Two years of college education, one year experience in oral presentations or preparing written proposals, excellent communication and organizational skills. One year computer experience, professional appearance, and reliable transportation with a good driving record. Some evening and weekend work required. Don't miss this opportunity to embark on a new sales adventure. Paragon offers a comprehensive benefits package and drug free workplace. A pre-employment drug test is required. Please apply by sending your resume or stopping by our office at 3075 N.E. Sandy Blvd., and complete an application. We are an Equal Employment ADA Employer

Forest Inmate
Crew Coordinator
Tillamook and Coos Bay
 \$1,643 - \$2,160
 The Oregon Department of Forestry is currently recruiting for Forest Inmate Crew Coordinator positions in Tillamook and Coos Bay. This recruitment is to establish a list of qualified applicants.
 The Forest Inmate Crew Coordinator provides supervision, direction, and control of a 10-man inmate crew while performing various work projects. Qualifications are: one year of experience in tree planting, stand management activities or fire preparedness/suppression activities AND experience in coordinating or directing the work of others.
 Announcement opens 9/1/93 and closes 10/1/93. Contact Oregon Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 945-7294 for job announcement, test questions and applications.

Chemist
 Chemist needed for growing nutritional and OTC product manufacturer, Monday through Thursday nights, 5:15pm - 3:45 am. Must have minimum three years college level chemistry, Bachelor's degree preferred; Must have familiarity with HPLC, experience with titration, filtration, and preparing standard solutions, and have good communication skills within team environment. Apply M-F 1 to 5 pm, 3580 NE Broadway, Portland OR 97232. We are an Equal Opportunity Employer.

Administrative Assistant
 Administrative information Systems Specialist to assist in the information Services Department at a small college. Needs to know computers & major software packages. Be able to work as part of a team. Needs strong communication skills & 2 yrs prior administrative experience. Annual salary range \$16,400-\$17,250. Insurance & tuition benefits included. Send resume to information Services, Concordia College, 2811 NE Holman Portland, OR 97211-6099. No phone calls please. Application deadline Sept 10th.

Executive Director-Portland Area Radio Council
 Minimum 7 years Marketing/Management experience. Strong communication/presentation skills. Heavy experience in implementing concepts, promotions and special events. Resumes to President-PARC -P.O. Box 14957, Portland, OR 97214 by September 7th. EOE

Education
Salem-Keizer Public Schools
Area Community Education Coordinator
 Coordinates community education program of assigned schools by assessing community needs and planning, implementation, coordinating, monitoring, communicating and evaluating activities and services in school facilities and in the community. Develops, implements, and evaluates educational activities and programs for community members of all ages; assesses community needs; develops and monitors program budgets. Must have two years of progressively responsible experience in assessing community education needs and in community education program development or closely related field and training equivalent to a Bachelor's degree from an accredited college or university with major course work in community development, education, recreation or a related field. Desire experience in class programming, communication and facilitation. Must be self-directed and a team participant. Macintosh computer skills experience preferred. **Spanish/English speaker preferred.**
 Salary \$2195-\$2805/month

Business Partnership Coordinator
 Plans and coordinates the activities of the Business Partnership program, including development of goals, objectives, work plan, and time line; coordinates activities between the community school staff and local businesses in the operation of this program. Develops extensive contracts with area businesses to provide information on the program; recruits business participation. Must have 2 years of responsible experience, coordinating business or community service, activities and training equivalent to a Bachelor's degree from an accredited college or university with major course work in community development, business, education or a related field. Desire experience in business community networking, communication and facilitation. Must be self-directed and a team participant. Macintosh computer skills and knowledge of House Bill 3565 preferred.
 Salary \$2195-\$2805/month
 Employees new to the District will normally start at the first step of the salary range.
 Applications will be accepted through **September 10, 1993**. Interested applicants must complete District application form. Complete job description and skill requirements are available from the Human Resources office, 1309 Ferry St. SE, Salem, OR 97301, phone 399-3063.
An Equal Opportunity Employer

Mental Health
 Mental Health Associate to work weekends with 5 intensive CMI clients in a residential setting. Duties include medication dispensing/monitoring meal preparation, household chores and planning recreational activities.
 Minimum Qual: Two years college education or AA Degree and 2 years experience in Mental Health Field.
 Hours: Saturday 6:30 am to 10:30 pm, Sunday 6:30 am to 10:30 pm. Competitive salary and benefits.
Closing: September 10, 1993
Resume To:
 Deb Allison
 Supported Housing Supervisor
 Garlington Center
 4950 N.E. Martin Luther King Jr. Blvd.
 Portland, Oregon 97211
 Phone: (503) 249-0066
 E-O-E
 Minorities and the Disabled are Encouraged to Apply

Portland Observer
Office: (503) 288-0033
Fax #: (503) 288-0015

Program Coordinator
Alcohol And Drug Prevention Program
 Portland State University Counseling and Psychological Services half-time, coordinates prevention efforts, assessment, and referral. Requires master's degree in related field, three years experience. Starting salary: \$13,800.
 PSU is committed to diversifying its work force; women, people of color and individuals with disabilities are encouraged to apply. Send letter of interest, current resume and names of three references to: Candye Reynolds, PSU, CAPS, P.O. Box 751, Portland, OR 97207. Closing Date: October 4, 1993.

Finance Director
 The City of Salem is recruiting for Finance Director to manage the City's overall financial services. The position requires thorough experience in professional financial government administration, supervision, local government management & planning; 4-yr. degree in accounting, economics, business or public admin (preferably supplemented with a Masters's Degree) and a CPA is desirable. For more information on this outstanding employment opportunity, please contact the Personnel Dept. 555 Liberty Street, SE, Salem, OR 97309 503/588-6162. The closing date is 10/15/93. EOE/AA

Executive Director
 for pro choice grassroots political organization. Requires commitment to choice, political experience including lobbying and campaign work, management experience, strong communication and fundraising skills. Salary \$30,000-34,000. Send letter and resume to: Oregon NARAL PO Box 40472 Portland, OR, 97240. Deadline 12:00 noon Sept. 20.

Help Wanted
Teacher: Infant & Preschool
 Must be dedicated, love children, uppersonality, committed to the well being of children. Training and experience in ECE required.

Cook/Housekeeper/Aide
 Must be Agile, good spirited, like children...and dependable, trustworthy with good work ethics. No Drugs Drink or Smoke

Maintenance Worker
 Some Janitorial, Yardwork and Maintenance Older Couple needed to Supplement SS are encouraged to apply
 Both Cook/Housekeeping/and Maintenance
 No Smoke & Alcohol, or Drugs
 Jeanette Fegan School
 Child Care Fremont
 606 N. E. Fremont
 287-5656
 Ask for Ms. Smith

Volunteers needed
 as on-call rape victim advocates with the Multnomah county district attorney's victim assistance program for evening and weekend shifts. Six training sessions (evenings) begin 10/5/93. Must be 18 years old and have transportation. Call 248-3222. For more information and to register.

Immediate Opening
 Major Portland radio station has immediate opening for Radio Sales Rep-experience required.
 Send resume to General Sales Manager, P.O. Box 14957, Portland, OR 97214.EOE

1973 Volvo For Sale
 Ky 6 Shocks
 All service records
 Anti-sway bars
 See it - now going for
 Only \$1700/OBO
 252-7489 Leave Message
 Mykel Justin

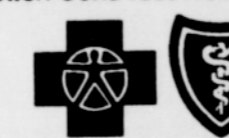
Employment
METRO
Associate Transportation Planner - \$31,654 - \$44,537 (closes 9-13-93)
 Assists with the transportation planning activities within Metro's on-going High Capacity Transit (HCT) Planning Program.
Applications also available at:
 Metro Personnel - 600 NE Grand Ave., Portland, OR 97232
 Oregon Convention Center - 777 NE Martin Luther King Jr., Blvd.
 The Urban League - 10 N. Russell
 The Northeast Workforce Center 739 N. Killingsworth
 Resumes will not be accepted.
 AA/EEO Employer

Port Of Portland
Career Opportunities
Information Specialist II
Part Time
Portland International Airport
Closing Date: September 17, 1993
 If interested and qualified, apply in person at the State of Oregon Employment Division, 30 N. Webster. Please refer to Job Order number 1116493. 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.

Insurance
Customer Service Representative
 Blue Cross and Blue Shield is currently accepting applications for full time Customer Service Representatives. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form involving an in-depth knowledge of all aspects of BCBSO. This position involves the ability to work autonomously in a fast-paced environment, and applicants must have demonstrated excellent attendance in previous employment. **Other requirements include:**

- 1 yr work experience in customer relations (within the last 2 years, preferably insurance-related).
- Practical knowledge of medical/dental terminology
- CRT experience & the ability to type 40 wpm
- Good math skills

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 #228 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

Instructor/Assistant Professor of Special Education at Portland State University
 Coordinate placements and supervise practicum/student teachers in public school classrooms. Need knowledge of special education classrooms in the Portland metropolitan area, experience teaching special education and experience supervising others. Requires Masters degree, prefer Doctorate. Need 1.0 FTE in the Severely Handicapped Learner area and .5 FTE in the Seriously Emotionally disturbed (SED) area. These positions are of fixed-term duration for the 1993-94 academic year. Portland State University is committed to diversifying its workforce, and strongly encourages applications from women, people of color, and individuals with disabilities. Send a current Vita and two letters of reference to: Melany Hanson, Special Education Program, PSU, PO Box 751, Portland, OR 97207-0751. Closing date: August 31, 1993.

Nursing/Nurse Together In Health Staff Registered Nurse
 Supplemental position working variable shifts and a part time benefitted position working nights for Staff Registered Nurses in our Emergency Department. Requires current Oregon license and ACLS certification with minimum 2 years recent Emergency Department experience. Preferred CEN certification.
 Flexible benefit program includes: medical; dental; vision; life; disability; dependent care & health care spending accounts. Other benefit programs we offer: tuition assistance; consolidated paid time off program; tax deferred annuity with an employer matching contribution; and retirement plan/Competitive wages.
 Please apply at our Employment Office at 2282 NW Northrup, first floor. Monday through Thursday 9AM-3PM. For a listing of other open positions call our JOB HOTLINE at 229-7061.

Road Supervisor
 The Pacific County Dept of Public Works will accept applications to the south Road Supervisor position of Pacific County including the Long Beach Peninsula.
Salary Range and Benefits Exempt Position \$2,599-\$3,195/monthly
 Application packets must be obtained from the Department of Public Works in South Bend, Washington by calling (206) 642-9368 or (206) 875-9368. Completed applications will be accepted until 5pm, Sept 17, 1993.

Bookstore Clerk
 Full time bookstore position available. Duties include shelving, placing orders, and customers service shifts in a high volume, fast paced work environment. 3 evening shifts to 11pm and 1 weekend shift required. \$5.50/\$6.00 hour. Resumes by September 6, 1993 to:
 Powell's Bookstore
 Box 231 1005 W. Burnside
 Portland, OR. 97209
No Phone Calls Please.