ASSIFIED

Job Announcement

Rider Advocate Coordinator

Individuals with outstanding supervisory, management and community program coordination experience, familiar with North and Northeast Portland neighborhoods, should apply for the Rider Advocate Coordinator position with the Northeast Coalition of Neighborhoods (NECN). The Coordinator will supervise a team of 8 Rider Advocates employed to assist Tri-Met customers and bus operators. Applicants must have a minimum high school diploma or equivalent. A college degree or equivalent experience is preferred. A minimum of 3 years experience administering programs, budget and staff, with excellent written and verbal communication skills. The Coordinator must be reliable and available to work 40 hours per week from mid-afternoon to late evening. In addition, the Coordinator must have a valid Oregon or Washington drivers license and positive driving record.

Compensation begins at \$13.00 per hour plus benefits. The Coordinator must successfully complete a post offer physical examination and drug test and subsequent training program. Applications can be obtained between 8:00am and 5:00pm weekdays at the NECN offices, 4815 NE 7th Ave., Portland, OR. No telephone calls or resumes accepted. Completed applications will be accepted until 5:00pm on Friday, August 19, 1994. NECN is a non-profit organization and an equal opportunity employer. Women and minorities are encouraged

to apply.

Job Announcement

Rider Advocate Citizens familiar with North and Northeast Portland neighborhoods who have positive community or public service experience should apply as Rider Advocates with the Northeast Coalition of Neighborhoods (NECN). Advocates will ride Tri-Met bus lines, providing customer information and assistance and working cooperatively with bus operators and other Tri-Met personnel. Applicants must have positive social skills, be reliable and available to work 40 hours per week from mid-afternoon to late evening and have acceptable

written communication skills.

Compensation begins at \$8.50 per hour plus benefits. All Advocates must successfully complete a post offer physical examination and drug test and subsequent training program. Applications can be obtained between 8:00am and 5:00pm weekdays at the NECN offices, 4815 NE 7th Ave., Portland, OR. No telephone calls or resumes accepted. Completed applications will be accepted until 5:00pm on Friday, August 19, 1994. NECN is a non-profit organization and an equal opportunity employer. Women and minorities are encouraged to apply.

FIS Coordinator/ Trainer

Office of Business Affairs Western Oregon State College

Experienced individual to coordinate new Financial Information System (FIS), includes planning, implementation, maintenance and training of this accounting system. Quallfications: Bachelor's degree in business accounting or related field preferred; knowledge of accounting principles, computerized accounting systems, and internal controls necessary. 12-month, fixed-term appt., \$27-32,000 salary, excellent benefits. Application: Send cover letter, resume and names, addresses, and telephone of 3 references by Aug. 15, to: Darin Silbernagel, Director, Business Affairs, WOSC, Monmouth, OR 97361, telephone (503) 838-8201. AA/EOE. Women, minorities and individuals with disabilities encouraged to apply.

Computer Technology

STANDARD INSURANCE COMPANY

People. Not just policies. TM 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 opportunities.

LAN Administrator

Three key LAN Administrator positions have been created. Two positions in the Data Center will implement, administer and monitor local area networks and servers to provide operational support. A third position will primarily support end users in the Corporate Financial Services and Investment divisions, administering LANs which run financial and investment applications. Each position will ensure optimal functioning and security of the systems, and prepare documentation.

All positions require demonstrated Novell LAN administration experience (1 or more years preferred); working knowledge of Novell 3.11, 3.12, DOS operating systems and Windows 3.1. Candidates must be able to install and troubleshoot software and hardware. Experience with WordPerfect, Lotus, and/or Excel applications software, peripherals and data file transfer processes desirable. Ideal candidates will be self-directed and possess effective interpersonal, written and verbal skills required to interact with internal customers and technical staff. Data Center position will be required to work varying shifts; all positions will provide on-call support as needed, and work hours may vary with minimal advance warning. Occasional lifting of equipment weighing up to 30 pounds will also be required.

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, August 24th 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 1.

Standard Plaza 7th Floor, Human Resource Office 1100 SW 6th Avenue Portland, OR 97204

Job Hotline # 321-OPEN (6736) Equal Opportunity Employer

Cook

Cook needed for NE Portland residential facility. Must have experience in menu preparation, ordering supplies, and maintaining inventory. Hours will vary, must be available weekends and evenings. Current food handler's certificate, drug screening, and references required. Competitive wages, and benefits after required hours. Contact the Portland House of Umoja at 282-3296.

Job Announcement

Maintenance Person

Portland House of Umoja is looking for a part-time (20 hours per week) maintenance person. Obtain an application from 1626 NE Alberta. No resumes or phone calls please.

CEO/Executive Director

Garlington Center, a fourteen year old organization offering mental health services to children, families and chronically mentally ill adults, seeks a CEO with demonstrated skills necessary to cooperatively lead an organization of more than one hundred; who can work in a culturally diverse urban community; and who can manage multiple service and housing facilities.

Our new CEO should possess a relevant Masters degree and/ or sufficient experience to lead the Garlington Center into the competitive environment of managed health care. The CEO should be comfortable participating in the development of public policy on mental health care. The CEO should be able to provide fiscal leadership in managing the continued prosperity of the Garlington Center and have at least 5 years of senior level management experience.

A competitive salary and generous benefits are offered. Resumes with a letter of interest should be sent to:

CEO Search Committee The Garlington Center 4950 NE Martin Luther King Blvd. Portland, OR 97211

Closing date: Position open until filled. Equal Opportunity Employer Women and minority applicants are encouraged to apply.

Office Assistant (Public Safety Facility)

City of Milwaukie, OR. Salary \$1664-2125/mo., DOQ., plus excellentbenefitpackage. We are seeking a reliable person to perform a variety of moderately complex clerical and secretarial tasks in a support of operations and administrative units, with emphasis on receptionist duties.

Requires: High School Diploma or GED equivalency, supplemented with additional coursework in office and secretarial sciences. Work experience must include 2 years progressively responsible prior work experience directly involving data processing and clerical duties including: typing at 50-60 wpm, filing, record keeping, and emphasis on public contact. Must be able to pass background check due to access to confidential police information. Applications Must Be Picked Up at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Minorities and women are encouraged to apply. Completed City Application and supplemental questionnaire must be received by 4pm, Monday, Aug 22, 1994, in Human Resources at the above address. TDD #659-5171, Fax #(503) 652-4433. Resumes Will Not Be Accepted. EEO.

Social Services

Early Childhood **Education Assistant**

Work with children between the ages of 0 - 30 months in home and center settings. Provide parents with developmentally appropriate activities. and educational materials with the goal of increasing their parenting skills. AA in ECE or related field. Minimum of 1 year exp. working with children. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.

Social Services

Parent Trainer/ Volunteer Coordinator

Provide training and classes in the areas of child development and enhancing parent child relationships. Coordinate the delivery of service by volunteers who will aid in this process. Education and experience in working with children 0 - 3 years and their family members required. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.

Human Resource Representative

Paragon Cable is seeking an HR generalist with a min of 2 yrs progressive experience in a technical, administrative or professional position, or a college degree in HR or related field, plus HR experience. PC experience, and excellent communication skills are also required. You will assist in salary and benefits administration, conduct salary surveys, process benefit and new hire information, coordinate temporary staffing requests, and screen for non exempt positions. You will also maintain EEO/AA data and assist in other HR reporting. Paragon offers a competitive salary and excellent benefits. To apply send resume and salary history to: Oregonian, Dept. 6080-M, Portland, OR 97201-3499, by Aug 18, 1994. We offer a drug free workplace; a pre-employment drug test is required. No phone calls,

Education

Program Assistant

Employer M/F/D/V.

please. Equal Opportunity

Responsible for assisting with planning and implementing events and programs developed by the staff of Executive Development Programs.

Qualifications include a Baccalaureate degree; and experience in project coordination and implementation, database operations, and financial record-keeping.

To apply, call Kathy (503/725-3791) for a complete job description and application information. Deadline for applying is September 6, 1994, or until position is filled.

This is a fulltime, unclassified appointment; starting salary is \$23,760 or commensurate with experience. PSU is an equal opportunity, affirmative action employer and is committed to diversifying its workforce. Minorities, women, and members of other protected groups are encouraged to apply.

Earn While You Learn

The Oregon Oil Heat Commission is accepting applications for its 1994 Scholarship and On-The-Job (OJT) Training Program for persons interested in becoming Oil Heat Service Technicians. This is a 4 month program, including 4 weeks of classroom training M-W-F and OJT Tu-Th at \$4.50/hr, followed by 12 weeks of OJT with a sponsor oil heat dealer 8 hrs. a day at \$6.00/hr.

Portland Community College will issue college credit for this program. Applicants should hold a current driver's license and high school diploma or GED equivalent, be insurable, motivated, show technical aptitude, a strong work ethic and be looking for a trade.

Applications must be postmarked by August 15. Classes begin August 22. For application forms, contact Debbie at (503) 731-3002.

Community Development

Seeking dynamic director for nationally known nonprofit organization supporting community-based development in Portland. Responsibilities include fundraising, grant program administration and evaluation, public policy development, training, and technical assistance. Resume and cover letter by 8/26/94 to The Neighborhood Partnership Fund, 621 SW Morrison, Suite 725, Portland, OR 97205. Call (503) 295-9995 for job description. An equal opportunity employer.

Family Service Coordinator

2 years experience/education in social services or related field, knowledge of community resources, computer experience. Applications available: Albina Head Start 3417 NE 7th Portland, OR. Closing date: 8/12.

Multnomah County

Alcohol/Drug Evaluation Specialist; \$13.41 per hour; apply by August 19.

Coordinator-Coalition of Community Health Clinics/ Volunteer Program; \$14.88 per hour; apply by August 19. **Project Coordinator-Marshall** Integrated Service District; \$31,774 annually; apply by August 19.

Domestic Violence Coordinator; \$31,774 annually; apply

by August 26. Juvenile Groupworker-Bilingual Spanish; \$12.61 per hour; apply by August 26.

Minority and bilingual candidates encouraged to apply. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Social Services

Early Childhood Specialist

Provide service to children between 0 and 36 months in their home and group settings. Support families in their parenting efforts. Participate in creation of emergent curriculum appropriate for children and families. Degree in Early Childhood Education or related field. Minimum of 2 years experience working directly with infants and toddlers. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.

Education

Alternative High School Principal and Special Education Instructor positions. Must have experience with at risk youth. Fax resumes to (503) 287-

Affirmative Action Equal Opportunity Employer

Job Opportunity

City of West Linn **Accounting Clerk** \$1530 - \$1998/mo.

Position requires high school graduation or GED supplemented with College/business school training in accounting, computer science and bookkeeping. Requires two (2) years experience in accounting, general bookkeeping preferably in governmental agency. Keyboard training/experience on mainframe and mini-computers essential. Must have ability and experience coordinating multiple accounting tasks with other staff members. Position performs a wide variety of accounting functions requiring great diversity, prioritization and organizational skills. Keyboarding and 10-key by touch skill tests will be part of the interview process. Completed City of West Linn application and supplemental questionnaire must be received at City Hall, 22825 Willamette Drive, West Linn, OR 97068, by 4:30pm, August 12, 1994. (503) 656-4518 (TDD) EEO.

Program Secretary

Should have 4 years secy. exp., excellent typing, WP60 for Windows, some data processing. \$20,000 plus benefits. Appl. deadline: 8/19. Contact Oregon Council for the Humanities In writing for job description and application information: 812 SW Washington, Suite 225, Portland, OR 97205.

Mental Health

QMHA needed Thurs - Sat nights at residential facility serving at-risk adolescent boys in Tigard. Salary is \$7.50 per hour plus benefits. BA Degree in mental health or related field or equiv. exp. required. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Position open until filled. We value diversity.

Education

Teacher (Personal Development) in alternative school setting with at-risk youth. Salary is \$13,600 on a 10-month contract plus excellent benefit package. Prefer MSW and previous experience with atrisk youth. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Position open until filled. We value diversity.

Community Development

Co-Director

1/2 Time Job-Share. Sabin Community Development Corporation. \$12,500 annually + benefits. Resume to P.O. Box 11602 Portland, OR 97211. Postmarked by 8/19. Women and Minorities encouraged to apply.

Job Announcement

Residential Care Facilitator

Portland House of Umoja is looking for on-call Residential Care Facilitators. Job responsibilities include supervision of adjudicated adolescent males in a residential treat-

ment environment. Youth care worker experience desired. Valid Oregon Driver's License required. Obtain application packet from 1626 NE Alberta. No resumes or phone calls please.

Manufacturing

Night Shift Manager

Rapidly expanding consumer goods mfg. needs 2 qualified managers to supervise our fast paced multi plant operations on swing and graveyard. Strong leadership skills, 5 years supervisory experience and a broad knowledge of mfg. & operations required. Excellent growth potential and benefits. Please apply or send resume with salary history to: PO Box #13480, Portland, OR 97213. We are an equal opportunity employer.

Radio

Part-time on-air annor. Must have 3 years of on-air radio exp. Send T and R to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE.

Job Opportunity

City of Portland **Clerical Specialist**

Monthly wage: \$1,693 at entry to \$2,031 after 1 year.

This position is responsible for public contact, explaining clerical procedures & expected results; adjusting errors or omissions in procedures and coordinating information. Tentative closing date: Friday, August 19, 1994.

Legal Assistant Annual salary: \$33,675

This is specialized legal assistant and legal secretarial work within the Office of the City Attorney. Legal Assistants are responsible for all legal assistant support to litigation and nonlitigation attorneys. Tentative closing date: Friday, August 19,

> **Environmental Soils Specialist** Approximate monthly salary: \$2,463 at entry

This position is in the Bureau of Buildings. Employees in this class evaluate sites for acceptability and compliance with OR State On-Site Sewage Disposal Rules. Tentative closing date: Friday, August 19, 1994.

Apply at City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204 Applications also available at local TPIC branch offices (NEET/ SEET), NE Workforce Center and Urban League.

Job information call: (503) 823-4352 and TDD (503) 823-3520.

The City of Portland is an AA/EEO employer. For Affirmative Action Outreach Recruitment Information call: (503) 823-4160/823-3530.