

CLASSIFIEDS

Watershed Coordinator

The Columbia Slough Watershed Council seeks a part-time coordinator (80-100 hrs/mo) to implement the Council's action plan. The Council promotes activities to protect, enhance, restore and revitalize the Slough and its watershed. To qualify, the successful applicant must have extensive experience in natural resources, community organizing or program development. Undergraduate degree is desired. Requires excellent communication and organizational skills, computer competency in word processing and spreadsheets. Must have demonstrated ability to coordinate projects and budgets, work with businesses, government agencies, environmental groups and citizens. Knowledge of the Columbia Slough a plus. Position funded thru June 1998. Hourly rate \$16.00-\$18.00 negotiable depending on experience and qualifications.

Application package and detailed position description available 9:00 am - 2:00 pm Monday - Friday at the East Multnomah Soil and Water Conservation District, 2115 SE Morrison, 2nd Floor, Suite 201, Portland, OR 97214. For more information, call (503) 797-1842. Applications close noon. Wednesday August 7. EMSWCD is an Equal Opportunity Employer, providing services to the public without regard to race, color, national origin, religious preference, sex, age or disability.

Head Start/ECEAP Economic Opportunity Committee Of Clark County, Inc.

Head Start Family Service Worker III - Conduct outreach, recruitment and enrollment activities. Provide orientation to parents on the program and policies. Assist families in the assessment of their needs. Bachelors degree in Human Services or related field with 2 years working with children and families in human services and 1 year supervisory experience. Requires monitoring and supervision of para-professional staff. Starting salary: \$10.62 p/hr.

For all positions applicants must submit cover letter, resume, 3 letters of recommendation and an EOC application. Obtain application package 9 am - 4 pm, M-F, EOC of Clark County, 10621 NE Coxley Dr., Ste #207, Vancouver, WA 98662, (360) 896-9912. Deadline is Wednesday, July 31, 1996 at 4:00 p.m.

EEOC/AA

Secretarial Asst. / Receptionist

Split day between secretarial work and telephone reception for office and retail showroom. Greet clients and use a busy multi-line switchboard. Computer entry using Windows Word, Excel, and Filemaker pro. Key operator for copier, fax, printer. Other duties include maintaining data base, filing, and other general office tasks. Ability to handle multiple tasks calmly and strong interpersonal skills required. Experience, accuracy and attention to detail critical. Salaried position with benefits in this friendly team environment. Company named by Oregon Business magazine as one of Oregon's 100 Best Companies to Work For. Send resume and cover letter to Julia Spence, Human Resources Manager, Neil Kelly is an Equal Opportunity Employer.

Postal Positions. Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call (708) 906-2350 Ext. 3600 8am to 8pm.

Port of Portland

Career Opportunities Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Fir. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.

Metro

Senior Regional Planner - \$18.17-\$25.57/hour full-time (Deadline 7/29/96) Independently performs a variety of mid-level planning activities; serves as the key staff person for implementation of the 2040 Growth Concept through the work of the Metro 2040 State Task Force and the Martin Luther King Jr. Blvd. Action Committee.

Maintenance Technician (HVAC) - \$16.03/hour full-time (Deadline 8/2/96) Performs semi-skilled HVAC, water filtration, and general maintenance work at Metro's Zoo; may act as lead worker.

Regional Environmental Management Director - \$68,403-94,900 annually/full-time (Deadline 8/20/96) - Serves as a senior level department head and reports directly to the elected Metro Executive Officer. Responsible for directing major programs and functions within the REM Department at Metro, which contains 109 employees with an annual budget of \$88.9 million.

Operating Engineer - \$20.10/hour full-time (Deadline 8/2/96) performs manual work in the operation and maintenance of all heating, cooling, plumbing, electrical and mechanical equipment used at the Oregon Convention Center.

Applications available at:

Metro Human Resources Division-600 NE Grand Avenue

Oregon Convention Center-777 NE Martin Luther King Jr. Blvd

The Urban League-10 N Russell

The Northeast Workforce Center-4106 N Vancouver Avenue, Portland, OR 97217

Applications materials may be faxed by calling (503) 797-1570

Resumes will not be accepted.

AA/EEO Employer

Garlington Center Behavioral Healthcare

(Open job listings as of July 19, 1996)

Outpatient Therapist experienced in brief treatment, group and family therapy and crisis stabilization. Minimum 2 years experience and masters degree required. LCSW preferred.

Ref #AD-OP.

Hourly Clinician needed up to 19hrs. per week for outpatient counseling service. Experience with brief treatment for culturally diverse population of adults and families. Masters degree required. License required. Ref #PCS-OP.

Permanent and Temporary Crisis Clinicians needed to provide phone and walk-in triage, community outreach, assessment, on-call and hospitalization screening services to a diverse population of chronically mentally ill adults. Masters degree in a mental health related field required.

Temporary Residential Adult Caregiver needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 1 year prior experience preferred. Ref #AC-SAC.

Receptionist needed for children's program. Experience with high volume multi-line switchboard required. Other duties include greeting clients and assisting with general office duties. Hours: 8:30am - 5:00pm M,F and 11:30-8:00pm Tue, W, & Thur. Typing 45 wpm req.

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE ML King Blvd. Portland, OR 97211 Attn: HR Fax: 331-5956 EOE. Committed to diversity. No phone calls please. Contact our **Job Hotline** at 727-5947 for additional job opportunities.

Sub-Bids Requested

North Precinct (St. Johns) Renovation
Portland, Oregon

Bid Package "A" - Site Work, demolition, Concrete Reinforcement, Masonry, Architectural

Bid Date: August 6, 1996 2:00 PM



3429 NE Sandy Blvd. Portland, Oregon 97232-1959
CCB# 4937

Contact: John Williams 503.287.4646 Fax 503.287.4499
We request bids and encourage pre bid contact from small, disadvantaged, minority and women owned business enterprises for the subcontract opportunities of this project.

Sub & Supplier Quotes Requested

For The

4th & Yamhill Parking Structure Addition

City of Portland

Bids Due July 26, 1996 at 3:00 PM

to

U.S. Pacific Builders, Inc.

Parkside Business Center - Bldg. 16

8235 SW Cirrus Drive

Beaverton, OR 97008-5995

(503) 643-5580 Fax (503) 643-9636

Attention: Scott Chapman / Giles Ganey

CCB #83462

We are an Equal Opportunity Employer and request sub bids from all interested Subcontractors and Suppliers including Minority and Women-Owned Businesses, Disadvantaged, Disabled Veterans and Emerging Small Business Enterprises.

Plans Available July 10, 1996

Receptionist/ Secretary

The Oregon Community Foundation

Charitable foundation seeking receptionist/secretary for front office. Must have excellent telephone communication skills and demonstrated computer skills - Microsoft Office. Must work independently, and have ability to organize information. Experience/interest in charitable organizations helpful. General knowledge of office operations and ability to work in team-oriented environment. Hours are 9:00 - 5:00 p.m. in central downtown location. Salary high teens; excellent benefits. Send resume by August 2 to: Receptionist Search, The Oregon Community Foundation, 621 SW Morrison, Suite 725, Portland, OR 97205. No calls please. Position descriptions available at The Oregon Community Foundation.

Part & Fulltime Positions available, for **Family Resource Workers.** Flexible hours--days/eves/wkends. Req: Home Management Experience & Reliable Transportation to drive to clients' homes (mileage paid). One position reqs bilingual eng/spanish. Job: assist clients w/ home management, parenting & budgeting in their homes, meet with caseworkers, staff cases, document services, attend trainings. Work is in county.

Pay: \$6.00/hr during training. Then raises, benefits for fulltime.

Contact: Susan Schm 202-1449 or fax resume, Multnomah to 335-5974.

Academic Coordinator--Linfield College seeks person to fill temporary, 9 mo, full-time Academic Coordinator position; continuation of position contingent upon performance and future funding. Responsibilities: training & supervising staff, data collection and program evaluation, overseeing tutoring component, testing and high school outreach. B.A. and exp. working w/low income/at-risk high school students required. Bilingual ability, familiarity with Yamhill County and prior exp. in TRIO desirable. Send letter of application, resume, 3 letters of reference and official transcript to: Madeline Jepson, Linfield College, 900 S. Baker, McMinnville, OR 97128. Application review will begin on 7/29/96. AA/EOE

Radio Advertising Sales

Currently, Salem Media of Oregon Inc., Christian formatted radio (KPDQ FM, Spirit 800AM), has an immediate opening for a training position in broadcast sales. Good writing, verbal and time management skills essential. Sales experience desired. Smoke free work-place. Need dependable auto. Interviewing through 8/2/96. Contact Dennis Hayes, 503-231-7800 for apt. An equal opportunity employer.

Commercial Bank is seeking qualified applicants for the position of **Personal Banker New Accounts** in King City. ...Previous successful banking experience with new accounts responsibilities highly desired ...Exceptional interpersonal and customer service skills ...Excellent telephone etiquette Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301.

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Youth Program Assistant sought by HIV Education Programs at Cascade AIDS project. Provides logistical support, including transportation, confirming speaking engagements, and providing evaluation for 20 teen peer educators. Strong organizational skills; HIV education and training; experience working with youth; computer experience; and interpersonal skills needed. Part-time (20hrs./week). Call Jim at 223-5907, ext. 133 for more information. Apply by 5:00 PM, Tuesday August 6th, 1996. People of color are encouraged to apply.

Maintenance

Preventive Maintenance Supervisor

Oregon State University Preventive Maintenance Supervisor, OSU Facilities Services. Major duties include supervising maintenance activities involving mechanical systems, plumbing, steam fitting, refrigeration, and preventive maintenance on the OSU campus. Supervises 17 employees, including a plumber, steam fitter, trades maintenance workers, refrigeration mechanics, and 2 trades maintenance coordinators. Must have journey-level worker experience in the areas of mechanical trades, refrigeration, or a related maintenance area. Refered at least one year of experience in supervision of maintenance staff (technical or professional level), work in a physical plan operation, preferably in a university setting. Must have maintenance experience, and knowledge of maintenance priorities. Must have demonstrated significant leadership experience and ability. Proficiency in the use of a personal computer and relevant software applications is also required. Position is a 12-month, fixed-term, unclassified appointment, renewable. Submit letter, application, and references to Meg Swan, 100 Adams Hall, Corvallis, OR 97331-2001, (541) 737-7674. All application materials must be received by the closing date of August 2, 1996.

OSU is an EEO/AA employer and is responsive to dual-career needs.

West Coast Data Services is seeking a qualified applicants for the position of Proof Operator in Salem.

...Good hand-eye coordination and manual dexterity

...Basic 10-Key operations skills and familiarity with computers and other general office equipment

...Ability to work well with others in a team environment

please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301

Come grow with the "SUPER COMMUNITY BANKING" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, West Coast Trust, West Coast Data Services and Bank of Vancouver.

Equal Employment Opportunity Employer M/F/V/D

Administrative Aide II

Eugene, Planning and Development Dept.

Full-time, 40 hrs/week, 8:00 am-5:00 pm

\$1,693-\$2,080/mo.

Performs a variety of clerical and office tasks such as reception primarily and preparation of forms and reports, and typing and data entry.

Requires one year minimum of general office experience, including Word Perfect and Lotus experience. CLOSING DATE: Aug. 2, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401. (541) 687-5061. AA/EOE

Social Services

Court Appointed Special Advocate Coordinator Position. Basic duties include consultation and training of volunteer advocates for abused and neglected children; community and related agency collaboration; and ability to interact and problem-solve with a variety of social service providers. Leadership skills required. Requires a minimum of a Master's Degree or equivalent 6 years experience with a background in child welfare services. Must possess knowledge of child abuse and neglect issues, juvenile justice systems, social service delivery systems and cultural issues. Bilingual skills valued. .70 FTE, salary range \$17,842 - \$26,773 depending upon experience. Apply at The Boys & Girls Aid Society, 018 SW Boundary Ct., Ptld, or call 222-9661 ext. 227 for application. Deadline August 2 at 5:00 p.m. Equal Opportunity Employer.

Watershed Coordinator

The Johnson Creek Watershed Council is seeking a full-time coordinator to guide Council activities, assist with organizational development and promote citizen involvement in local watershed activities and issues. Responsibilities will include developing community education programs, coordinating volunteer projects, managing an office, fundraising, and building community networks. 3-5 years effective experience with non-profit organizations, environmental education or advocacy groups required. Minimum of BA/BS in urban, natural or environmental sciences or a related natural resource management field is highly desired; MA/MS preferred. Knowledge of land use and watershed concepts and issues desirable. Position funded for one year; successful fundraising will determine ongoing employment. Salary range is negotiable between \$31,000-\$37,000 depending on experience and qualifications.

Application package and detailed position description available 9:00 am - 2:00 pm Monday - Friday at the East Multnomah Soil and Water Conservation District, 2115 SE Morrison, 2nd Floor, Suite 400, Portland, OR 97214. For more information, call (503) 797-1842. Applications close Monday, August 5 at 9:00 am. EMSWCD is an Equal Opportunity Employer, providing services to the public without regard to race, color, national origin, religious preference, sex, age or disability.

MENTAL HEALTH

Residential Relief Staff

\$7.15 per Hour

The Position: CODA seeks relief staff to provide facility and resident supervision on an irregularly-scheduled on-call basis (very often evenings or week-ends). Positions are available at all three of our residential drug-treatment facilities (Gresham, Lents District, and Tigard). Some positions require childcare skills and experience. To qualify: Drug and alcohol treatment education and/or experience is required. Candidates must consent to a criminal-background check. Individuals serving any probation or parole are ineligible. To Apply, submit standard CODA application form (including screening question responses). To the address below. Application materials are available at and must be returned to: CODA, Inc., 210 NE 20th Ave. Portland 97232. To request application materials, call 236-2290 Ext. 254 and inquire about CBR00 or City). CODA is an equal opportunity/affirmative action employer.