

# CLASSIFIEDS

## Yes Ambassador (Youth Engaged in Service) For the Oregon Community Service Commission.

The YES Ambassador will serve as a leader to mobilize other young people to become community problem solvers and to build the capacity of organizations to create service and leadership opportunities for youth.

*Applicants should have demonstrated commitment to community service, youth leadership, youth service, and service learning.*

*Ambassadors must have excellent written and oral communication skills, strong interpersonal skills, coalition building skills, and leadership potential.* Young people between the ages of 18 and 25 are eligible. Extensive travel is required, as well as a valid Oregon Driver's License. **This is a 1 year commitment from 9/15/97 to 9/30/98. Salary is \$20,000 and includes benefits. Applications due 8/15/97. For application materials, call Marlis Miller at (503) 725-5903.**

## Advertisement For Professional Services

The University of Oregon is seeking inquiries from qualified architectural firms interested in providing design services for two buildings at the Oregon Institute of Marine Biology campus in Charleston, Oregon.

The selection and retention of the consultant will be accomplished in accordance with the Oregon State Board of Higher Education's Administrative Rule OAR 580-50-020.

**Briefly, the project includes a library for OIMB and an estuarine and coastal research laboratory for the South Slough National Estuarine Research Reserve.**

The buildings in the vicinity of the proposed structures are shingled one- or one-and-one-half story wood-frame buildings ranging in size from about 1,000 sf to about 5,000 sf.

Firms interested in obtaining more information related to the project and the application and selection procedures should phone or write to:

**University Planning Office  
1276 University of Oregon  
Eugene, OR 97403-1276**

**Telephone: (541) 346-5562**  
*Completed submissions must be received by 5:00 P.M. PDT, Friday, August 15, 1997.*

The University of Oregon is an Affirmative Action/Equal Opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

## Radio Advertising Sales

3-5 years broadcast sales experience. Good organizational, verbal and written communications skills. Self motivated. Detail oriented. Send resume/references to Sales manager - KGON Radio, 4614 SW Kelly, Portland, OR 97201- Equal Opportunity Employer.

## OLDER ADULTS:

### Earn money helping school children

Do you like children and care about our elementary schools? The Experience Corps is looking for adults, age 55 or older to work in teams with other adults to meet the needs of school children. Six Portland schools are being served.

There are a variety of activities we need your help with. An interest in reading is helpful, but not required. Tax-free stipends are offered in return for 12-20 hours a week of service.



Call Shirley at 249-0469 for more info.  
A program of Metropolitan Family Service

## Looking For A Dynamic People Person.

### Recruiter/Scheduler

For a project being conducted in N and NE Portland to promote success in middle school and strengthen the connection between families and schools.

Recruit families for innovative research project and collect demographic information; schedule in-home interviews; record family information and enter in data base; respond to inquiries from families as needed;

other duties. Requirements: four years of college in the social sciences OR equivalent combination of experience & training in research or related field.

Must enthusiastically relay project information; interest in and experience working with diverse ethnic and social groups; skilled in gentle persuasion and persistence; experience with coordination and follow-through with families and staff; available weekday evenings from 5-9 PM and some weekends.

**Half-time job for 6-8 months, salary \$763/mo. Benefits include company-paid health insurance, paid vacation, sick leave, and retirement.**

Call 282-3662 to have application sent or mail letter of intent and resume

by Friday, August 15 to Project Alliance, Attn: Mary, 2738 NE Broadway, Portland, OR 97232.

## Accounting Domestic Accounting Manager

### Work For One Tough Mother...

Mother Boyle has proven for more than 50 years that quality construction and innovation in sports apparel is a formula for success.

*We're seeking a Domestic Accounting Manager* who thrives on challenge and is looking for potential to grow with a fast paced, successful company. In this vital position, you will be responsible for:

- Checking and reviewing all monthly general ledger activity prepared by finance and accounting staff.

- Reviewing and preparing monthly financial statements in accordance with GAAP and SEC regulations.

- Managing domestic accounting staff.

- Ensuring compliance with regulatory reporting requirements.

- Preparing analysis of quarterly operating results.

Qualified candidates will have a Bachelor's Degree in Accounting and be CPA certified.

Experience to include 3 years in public accounting, two years accounting preferably in the manufacturing industry, and minimum of one year managing staff.

Send resume to: **Human Resources, Dept. AM, PO Box 83239, Portland Or 97283, or Fax to: (503) 735-4597.**

*Equal opportunity employer.*

## Human Resources Technician Portland Development Commission

**Hourly Range: \$12.21 - \$17.48**

Part-time technician needed to perform confidential administrative tasks 24 hours a week.

Maintains files and computer-generated reports, schedules interviews, tracks performance reviews, compiles statistical reports and performs other clerical duties in fast-paced environment.

Minimum 2 years of related experience. Must be proficient in word processing and spreadsheets. Ability to organize, set priorities and handle simultaneous assignments a must. Specialized training in human resources helpful.

Pick up an application packet and return by 5:00 p.m., August 15, 1997. If outside the Portland Metro Area, call PDC's hotline (503) 823-3463 to request a packet.

Portland Development Commission

1900 S.W. Fourth Avenue, #100  
Portland, OR 97201

The Portland Development Commission values diversity in its workforce and is committed to equal employment

## Finance Senior Loan Officer Oregon Office of Energy

The Oregon Office of Energy is looking for a Senior Loan Officer for the Small Scale Energy Loan Program (SELP). SELP finances projects that improve energy efficiency and protect the state's natural resources. Requires two years of commercial lending experience. **Salary up to \$45,000 annually.** Great benefits include paid leave time and flexible work schedules. Call (503) 378-4912 for an application packet, or TTY (503) 378-4040, or by Internet to [Linds.L.Kutnar@state.or.us](mailto:Linds.L.Kutnar@state.or.us). Complete application materials must be received by 5:00 pm, August 22, 1997. For more information about the Oregon Office of Energy and this job opportunity, log onto our web site at <http://www.cbs.state.or.us/external/ooe/>. EOE

## Cook

**Full-time cook needed, preferably with some experience supervising young adults.** Requires minimum high-school diploma or equivalent, food service training with one-year relevant experience, and a food handler's permit. Minimum 40 hour week with benefits. *Send a letter of interest listing qualifications, or pick up an application in person by Friday, August 8, 1997, at:*

**Human Resources  
31224 E. Historic Columbia  
River HWY.**

**Troutdale, Oregon 97060**

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

## Huge Sale! Pre-used treasures

Saturday, August 9th, 1997 9 a.m. - 5 p.m. 106 N. Beach St. (Future home of Life Change Christian Center between N. Vancouver & N. Williams Ave.) fine furnishings, antiques, children's items, clothes, books, jewelry, housewares, and other miscellaneous items.

**Don't miss this great sale!**

## Senior Electrical Project Managers

Electrical Construction Company, Portland, OR--- a well-established and respected electrical contractor with over \$130 million in annual revenue, has immediate need for Senior Project Managers in 4 areas: *commercial advanced technologies, service work, and industrial projects.* Must have strong communication skills, attention to detail and be willing to relocate to Portland or Eugene, OR area. Competitive salary/excellent benefits.

For more information, call 503-224-3511, or fax your resume with salary history, employment history, and demonstrated experience to 503-242-0953, or send to PO Box 10286, Portland, OR 97296-0286. All replies will be held in strictest confidence.

E C Company Is An Equal Opportunity Employer And Supports A Drug-Free Workplace Program.

## Data Entry

### New 1/2 time position + benefits.

Responsibilities include daily processing and entering of revenue.

**Requires extreme accuracy, typing 50 wpm, 10 key and computer experience (WordPerfect, Windows 95, and Raiser Edge preferred).** Must be organized, detail oriented, able to maintain confidentiality and to work both independently and as part of a team.

Call for (282-0555) or complete application by 8/13/97 at

**Oregon Food Bank,  
2540 NE Riverside Way, Portland, OR 97211.**

*Equal Opportunity Employer.*

## Drive Hunger Out of Oregon Driver/WHSE Asst.

private non-profit seeks person for pick-up, delivery and warehouse duties. Incl loading/unloading & inventory maint. Req excellent driving records, (CDL-B), exp driving 24' truck w/ airbrakes and forklift. FT + benefits.

**Call for (282-0555) or complete application by 8/13/97 at Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211.**

*Equal Opportunity Employer.*

## Teachers

### Teachers two full

### time positions:

**One with preschoolers and One with young toddlers. Plus Teachers Assistants full and part-time.**

Must be ready to help develop new programs, work toward NAEYC accreditation and be part of a team that is growing professionally. Experience and/or education preferred.

Resume/Appl: VOA 234 SE  
7th Portland, OR 97214

## Production Work for One Tough Mother!

**Columbia Sportswear** has proven that quality construction, engineering and innovation in sports apparel is a formula for success. Join our Planning Department in the following position;

### International Production Assistant

Work with planners and offshore offices to accommodate international production needs.

Coordinate all production communications between the International Department and offshore offices.


Position requires attention to detail and ability to work within a team atmosphere. Excel experience a plus.

Please send resume to: **Columbia Sportswear Company, Human Resources Dept. Ping, PO Box 83239, Portland, OR 97283 or FAX (503) 735-4597. Equal Opportunity Employer.**

**Re Acquisitions/N.W. Territory for Nat', Franchiser. Degree. Com'l Lease & Sales Exp. Exec Comp Pkg.**

Resume to: **Mr. Dennis PO Box 3137, Portland, OR 97208**


K A I S E R P E R M A N E N T E



H O N O R S A N D  
E N C O U R A G E S D I V E R S I T Y

Kaiser Permanente is enriched by the contributions of individuals from a wide variety of backgrounds. We're enhancing our workforce to better reflect the people we serve.

To review current job openings, come by our Employment Office, 500 NE Multnomah St., (use first Floor, Grand Avenue entrance) Portland, OR 97232. Or, call (503) 813-4700. Before being considered as an applicant, candidates are required to complete an on-line application. On-line applications accepted M-F, 8am - 3:30pm.



An Equal Opportunity Employer

## When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Regence BlueCross BlueShield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities:

### Secretary II

(Job # 97-211)

You will prepare correspondence, receive incoming calls, schedule meetings, maintain manuals and organize travel arrangements. You will also support the corporation's quality initiatives, maintain supplies, order publications, maintain files and distribute mail. You must have at least two years' related work experience and a High School diploma or equivalent. You must have PC experience including Email, Word or AmiPro, Excel or Lotus 1-2-3 in addition to Freelance and Visio.

### Claims Analysts

(Job # 97-234)

You will analyze and enter claims information into our automated Claims Administration System (CAS). You must have a High School diploma (or equivalent) and knowledge of medical terminology and ICD9 and CPT IV coding.

### Provider Performance Analyst

(Job # 97-161)

You will develop, coordinate and execute projects ensuring the professional performance evaluation for both our indemnity and managed care programs. Duties will include research, analysis and evaluation of procedures and method-ologies; as well as develop, implement, maintain and manage our information systems. A graduate degree in a related field and previous experience as a Provider Performance Analyst is necessary.

### Training and Documentation Coordinator

(Job # 97-222)

You will research and analyze operational and clerical activities in order to identify improvements and conduct hands-on training in system applications, PC usage and administrative/procedural policies. You will also be required to prepare user documentation based on established guidelines. To qualify, you must have three years' experience with membership-related systems, policies and procedures. The successful candidate must demonstrate a strong understanding of training techniques, mathematical abilities and possess excellent grammar and communication skills.

### Sr. UNIX Systems Administrator

(Job # 97-235)

You will install, evaluate, administer and support UNIX servers and workstations; as well as develop standardize and document the configuration, operation and recovery procedures for our Computer System and Technology Group. To qualify, you must have a degree in Computer Science, Mathematics or Information Technology (or equivalent work experience) and at least six years' experience in data processing or scientific computing to include at least four years' experience in UNIX System Administration (preferably with Sun Solaris and AIX).

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to **Regence BlueCross BlueShield of Oregon HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.



**Regence  
BlueCross BlueShield of Oregon  
HMO Oregon**

For more information about career opportunities, call our Job Information Line:  
**(800) 231-1617 or visit our Web site at [www.bcbso.com](http://www.bcbso.com).**

