

CLASSIFIEDS

EDUCATION

Oregon Association for the Education of Young Children, **OAEYC**, a statewide non-profit located in NE Portland, seeks candidates for two part-time positions.

Professional Development Specialist

Support volunteers in carrying out conferences, publications, and training events. Computer, organizational and people skills are required. Evening and weekend work and travel are sometimes required.

Clerical Support

Ability to handle multiple tasks, data entry, word processing, communications, and general office skills. Experience in WIN 95, with Word and Access. Flexible schedule possible.

Both positions are .5 FTE with proportional benefits. Bi-lingual in English and Spanish is preferred. Call 288-3646 for the REQUIRED APPLICATION PACKET. Closing date is July 6.

ADMINISTRATIVE-ST. JOSEPH CATHOLIC CHURCH/SCHOOL

in Vancouver, WA is hiring for the following positions: **SCHOOL AUCTION COORDINATOR**-Part-time hourly position req. incl. ability to recruit and train volunteers in a collaborative team environment, strong planning skills, computer skills, closes July 15, 1998. **RELIGIOUS EDUCATION SECRETARY**- Full-time hourly position req. incl. clerical and computer skills, closes July 6, 1998. To apply send resume to Kelly Johnson, St. Joseph Church, 6600 Highland Drive, Vancouver, WA 98661.

Job Opportunity

Receptionist/Administrative Assistant
For Nonprofit Medical Clinic
Must have:

- * experience with ICD and CPT coding, insurance billing, HMO
- * organizational skills
- * ability to work with multiethnic clients

Knowledge of computer Medisoft program and Windows a plus. Spanish speaking preferred
Salary
Medical/dental benefits available. Please mail or fax resume and cover letter to:

NPCHC

5311 N. Vancouver
Portland, OR 97217
Attention: Ms. Kathy Wilson
Fax number: 284-9162

ADMINISTRATIVE ASSISTANT

Join the fight against hunger. Provide essential support to variety of depts. Requires flexible, detail oriented team player with excellent communication skills, knowledge of record keeping systems, typing of 60 WPM, and computer exp. (Prefer Wordperfect, Publisher and Access). FT + great benefits. Send resume & salary reqs. by 6/30/98 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer

Outreach Coordinator

Non-profit community development corporation seeks individual to oversee its community & tenant outreach programs. Duties include supervising other outreach personnel & leading the outreach team and implementing a community target area plan in Boise neighborhood. Individual needs to have strong supervisory skills plus demonstrated experience in community organizing, team building and developing and monitoring program budgets. Competitive salary & benefits. Application packets at Housing Our Families, 3987 N. Mississippi Ave. Position open until filled please call (503) 335-0947 Equal Opportunity Employer

Oregon Army National Guard

Non-prior or prior service okay. We take GED's. Good pay and benefits.
Call: 503-557-6034.

Domestic Violence Housing Coordinators

Consortium of Domestic Violence agencies recruiting for 3 DV Housing Coordinators. Applicants must be one or more of the following: from communities of color; have demonstrated experience working in communities of color; bilingual in Spanish, Russian, Asian or SE Asian languages; or bi-cultural. Positions entail using comprehensive support model with 20 DV survivor households yearly to assist with ongoing housing stabilization. Also requires dev. working partnerships w/agencies, landlords. Some public speaking, may req. some eve/wkends. F/T, 20-25K, benefits. Equal opportunity employers. Call 296-8225 for application packet. Closes June 29.

Dispatcher/II The City and Borough of Juneau, Alaska is in the process of developing a hiring list for Dispatchers. Call (907) 586-5250 for job announcement and application or check <http://www.juneau.lib.ak.us>. EOE.

Columbia Sportswear Company- Product Development Assistant

Work for One Tough Mother!
Columbia Sportswear Company has proven for more than 50 years that quality construction, engineering and innovation in sports apparel is a formula for success. Our growth has been built on a foundation of value, not only in our high quality products, but our employees as well.

Work as a team member in the product development department by maintaining computer files, garment specifications, and coordinating sample requests. Provide administrative support to product development department.

One to two years experience providing administrative support in an office environment. Experience with PC software and database programs. Experience in the garment industry desirable.

Please send resume and salary history to: Human Resources, Dept. PDASST, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

Columbia Sportswear Company- Accounting Cost Analyst Specialist

We're seeking a Cost Analyst Specialist who thrives on challenge and is looking for potential to grow with a fast paced, successful company.

In this position, you will:

- Perform all aspects of cost accounting duties through general ledger 7 management reporting. Duties will encompass inventory tracking/reconciliation, cost of sales reporting & variance/account analysis.
- Assist in systems development & enhancements.
- Maintain internal control procedures.
- Perform monthly journal entries & assist in budgeting process.

BS/BA in Accounting/Business Admin or equivalent. 1+ experience in performing accounting duties in large main frame environment a plus.

Send resume to: Human Resources, Dept. COSTANA, PO Box 82339, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

VOLUNTEER FAMILIES NEEDED

to host high school exchange students. Call Darla at 503-284-1539 or 1-800-888-9040.

Computer

OREGON LEGISLATURE INFORMATION SYSTEMS

Now accepting applications for all levels of Information Systems Specialists. Current openings include:

- Programmer Analyst
- Analyst/Advisor
- Network Specialist

For application information contact:

Karen Hupp

Employee Services

140 State Capitol, Salem OR 97310

(503) 986-1373

<http://www.leg.state.or.us>

Open until further notice



Ride share information is available.

Applications are also available at the Portland Observer News Paper, located at 4747 NE Martin Luther King Jr. Blvd. Portland, OR.

Computer

PROGRAMMER ANALYST OREGON LEGISLATURE

Don't settle for a job focused on yesterday's technology. Choose a career with an I.S. department that won't let you fall behind. Join us, be an on-going expert in new technology and give your career a future.

We provide highly rated industry recognized tools and training whether your aspirations tend towards structured client-server or mainframe applications development, internet technology, multimedia development, customer support/training or project management.

Experience developing GUI applications in an RDBMS environment using new generation tools such as Windows 95, Visual Basic, C and HTML will help you be a key player in our transition to new technologies.

Comprehensive benefits package. Salary depends on experience.

For application information contact:

Karen Hupp

Employee Services

Legislative Administration

140 State Capitol, Salem OR 97310

(503) 986-1373

<http://www.leg.state.or.us>

Open until further notice.



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Management

Oregon Department of Transportation is a value-driven, team-based organization seeking a proven, innovative, success oriented and supportive leader to be our Applications Development Manager in Salem, Oregon. Responsibilities include planning, direction, supervision and coordination of the Application Development Transportation Section in our Information Systems Branch. The focus of this group is timely, high-quality, cost-effective solutions for their customers. Section consists of 65 employees who deliver primary support in the areas of consultation, workstation, server, network and application support. Knowledge and skill requirements: 6 years in management with experience in Information Systems. Salary \$61,608 annually plus excellent benefits, salary is negotiable. Announcement #OCDB207. Reimbursement of relocation expenses is negotiable. To apply contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet. Completed application materials must be received by July 7, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

Oregon Department of Transportation



CITY CENTER PARKING

Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

We offer:

- ◆ \$7.00/hr starting wage
- ◆ \$10.50 overtime available
- ◆ Medical and Dental Benefits available
- ◆ Advancement potential

Applicants must have valid drivers license, submit drug test and background check. Apply in person daily between 12:00 and 1:00PM at City Center Parking at 215 SW 6th.

Computer

OREGON LEGISLATURE I.T. ANALYST/ADVISOR

- Provide IT Services to Legislative Counsel and Legislators
- Analyst, Designer, Project Leader
- Participate in new technology project
- Client Server and Mainframe

For application information contact:

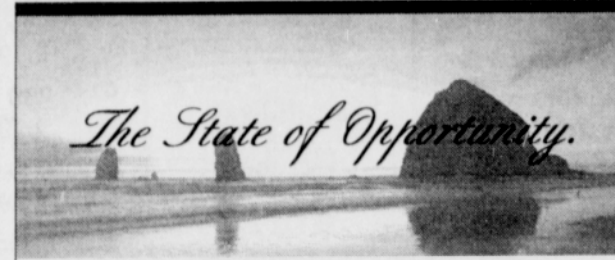
Karen Hupp
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Open until further notice

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Employment



In Oregon, opportunity means a variety of careers available state-wide, competitive salaries and great benefits. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION

Principal Executive/Manager D (Region Traffic Operations Manager)

Utilize your leadership skills by joining Oregon Department of Transportation as a traffic operations manager in Roseburg. This position provides supervision to the Region 3 Traffic Operations Unit by providing quality and timely traffic engineering services throughout the region. You will direct the unit in traffic investigations and traffic data collection for issues concerning accident analysis, traffic volume analysis, transportation safety, access management, traffic signal operations, speed zones, work zone safety, and traffic control device standards. Requires Professional Engineer registration (PE) in Civil or Traffic Engineering registered in Oregon AND have six years of experience in supervision, staff technical or professional-level work related to transportation engineering. Salary \$31,460 to \$44,300/month plus benefits. Announcement #OCDB340. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet. Completed application materials must be received by July 10, 1998.

Engineering Specialist 2 (Jr. Surveyor)

Your strong surveying and team skills will be valuable for this position with the Region 1 Survey Group in Portland. You will perform technical work under the supervision of a higher level surveyor to conduct field surveys for the development, design and monumentation of transportation-related facilities; conduct survey research, analysis and computer aided mapping. Requires an Associate's degree in Engineering Technology AND two years of experience directly related to engineering: OR three and one-half years (42 months) of sub-professional engineering experience. Salary \$2093-\$2997 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDB322. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application

packet, or visit the State of Oregon website at www.hr.das.state.or.us/jobs. Completed application materials must be received by July 14, 1998.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847

BOARD OF MEDICAL EXAMINERS

Supervising Accountant

If you are a self-motivated team player with great accounting skills, seeking a position that offers variety and growth experience, read on. The Board of Medical Examiners, a licensing board located in Portland, seeks a full-time accountant to manage its accounting functions. Must be able to work independently and have good computer skills and experience in budget development. Knowledge of state accounting systems desirable. Salary range \$2,586 to \$3,466 monthly. Excellent benefits package. Call (503) 229-5873, ext. 222 for application packet. Filing deadline is July 29, 1998. Computer modem access: Internet: gopher.state.or.us; world wide web - <http://www.das.state.or.us/jobs/>. Announcement #LE980881.

OREGON DEPARTMENT OF CORRECTIONS

SUMMIT Program Manager

Principal Executive Manager D

The Oregon SUMMIT (Success Using Motivation, Morale, Intensity and Treatment) program is a cognitive change program in a military setting for both male and female inmates. This position serves as the deputy to the Superintendent of Shutter Creek Correctional Institution in North Bend with specific responsibility for this institution-wide program. Requires six years experience in supervision, staff technical, or professional-level work in a social services or correctional setting, with at least two years supervision and management of a program, section, or unit. A Bachelor's degree or courses in a field related to Social Services, Education, Counseling, or Criminal Justice may be substituted for up to three years of the required experience. Salary is \$3146-\$4430 a month with excellent benefits. Oregon Employment Application and Job Announcement LE980918 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 31, 1998.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.hr.das.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

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:

Corporate Planning & Organizational Development Consultant

You will facilitate management, professional, and staff development programs; assess organization-wide development needs; design, implement and evaluate education programs; and provide consultation to all levels of management, work groups, and individuals to develop the culture and improved operations. Experience in leading team-building, group problem solving, strategic planning, and conflict management sessions is essential.

Software Application Training Consultant

We are seeking a candidate who will facilitate all computer software application training and schedule just-in-time training to users given new PC/Software. Qualifications include thorough knowledge of personal computers (hardware and software), Win 95, LAN and technical environment, and standard software products (Microsoft Office 97, Lotus Notes, Lotus products). This position requires two years of experience training adult learners and a willingness to travel to regional offices.

Hospital Audit Coordinator

You will review hospital based services for medical necessity, appropriateness of services and charges, as well as evaluate quality of care on selected inpatient admissions. You must be a Graduate of an accredited school of nursing or BSN required with a minimum of three years recent hospital practice.

Cost Accountant

You will prepare monthly and quarterly cost and budget reports; assist with the preparation of annual budgets for Medicare, FEP and National

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 number and/or title at the top of your resume or cover letter and submit to: Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY # (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: 1-800-231-1617 or visit our website at www.cbso.com

