

Columbia
Sportswear Company

CORPORATE TRAVEL CONSULTANT

Make complete travel arrangements for Columbia Sportswear corporate travelers, customers and prospective employees. Act as back up for Travel Manager. Minimum three years experience as corporate agent. Position requires thorough knowledge of travel, airline and hospitality industries. Must possess excellent customer service, interpersonal, verbal/written communication skills and be a team player that thrives in a fast paced corporate HQ environment.

Send resume to: Human Resources, Dept. TVL, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

INTERIM DIRECTOR POSITION

The Environmental Justice Action Group (EJAG) is a grassroots membership-based organization committed to education and activism around the issues of health, safety, and environmental justice in N/NE Portland.

Hiring for a full-time, one year staff position responsible for membership development, fundraising, community outreach and communication, and administration and financial management. Potential for permanent position. \$30-32,000 with benefits. Application deadline: December 11. Contact Kevia Jeffrey (283-6397) for full description and application procedure. **People of color and women are strongly urged to apply.**

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SUCCESS2000
P. O. Box 17781
Phoenix, AZ 85011

VOLUNTEER COORDINATOR-KLETZER HALL

Full time position for a person experienced in working with volunteers to recruit volunteers from the community, maintain records, train, assign and schedule program volunteers. Requires 1 year of experience in human services and a Bachelor's degree, an AA and 2 years of applicable experience or a high school diploma and 4 years of experience. Salary dependent upon qualifications. Send a letter and resume to volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing KLETZER. Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.

PROGRAM DIRECTOR-KLETZER HALL

Full time position for an experienced human service manager to oversee the day to day operation of a therapeutic shelter for teenage girls. Supervise and train staff and volunteers. Responsible for compliance with funding source requirements, budget and agency policies. Requires 2 years of relevant experience in human services and a Master's degree or a Bachelor's degree and 7 years experience. Salary dependent upon qualifications. Send a letter and resume to Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing KLETZER. Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.

SMALL GRANTS AVAILABLE

Self Enhancement, Inc. has a limited number of small grants available. These grants are specifically targeted for the benefit of African American youth ages 13-17. Grants are intended to support individuals and grassroots organizations that provide services to youth, preferably on a volunteer basis. 501(c)(3) designation is not required. No large or well-established agencies or groups should apply for these grants. Successful past grant applications have included educational, recreational, and cultural activities. Grants range from \$50 to \$2,000. Deadline for application is Monday, December 21, 1998. Applications are available at the Center for Self Enhancement, 3920 North Kerby Avenue, Portland, Oregon 97227.

CUSTOMER SERVICE/CREDIT SUPERVISOR

Manages, directs, plans and organizes all activities of employees who perform customer service, collections and billing functions. Administer performance-based work standards. Analyzes and evaluates collection and billing procedures and operations. Provides direction, and monitors the departments training program to assure quality performance. Position requires a minimum of seven (7) years' experience including two (2) years of direct supervisory experience in hiring, coaching, development and employee discipline issues. Experience in planning, organizing and scheduling work. Previous experience working with the public to promote good will and resolve service conflicts. A degree from a four year college. Formal classroom education and/or seminar training in customer relations techniques, human relations, business principles. Equivalent in training and experience may be substituted for up to two years of college education. Valid driver's license. This is an exempt position.

Position closes on Monday, November 30, 1998 - 5:00 p.m. EWEB requires a completed application form for all positions. For application packet and information contact: Eugene Water & Electric Board, PO Box 10148, 500 E 4th Avenue, Eugene OR 97440 ATTN: Human Resources. Call 541 383-3769 Job Information Line. E-mail Brenda.Wasson@eweb.eugene.or.us. Or visit our web page at www.eweb.org. EWEB values diversity in the work force and is an equal opportunity employer.

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 Required
Salary \$9.50/HR
Medical/dental benefits available.

Please mail or fax resume and cover letter to:
NFCHC
5311 N. Vancouver
Portland, OR 97217
Attention: Ms. Kathy Wilson
Fax number: 284-6162
Phone Number: 284-5230

You can now find us on the Web! <http://www.portlandobserver.net>

CLASSIFIED ADVERTISING

Radio Continuity Director/Traffic Assistant:

Prepare production orders, coordinate co-op advertising, input data to insure proper billing. Good computer, Verbal & Written Communication skills. Detail oriented. Send resume/references to Sales Manager, KKSND Radio -- 888 SW 5th #790 - Portland, OR 97204. EOE. Minorities and women encouraged to apply.

TREATMENT SPECIALIST -- ALTERNATIVE SCHOOL

FT Position. Year-round school. Ability to work with strong-willed, behavior-challenged students in a multi-cultural environment. Team Player. BSW & 3 yrs. exp. minimum. Students age 11-17. Salary range \$2600-\$2800/mo. Health/dental/paid vacation. Mail resume 3710. N. Mississippi Portland. OR 97227.

SUBSIDIZED

For 62 cover Subsidized Units may be available at this time. If not, qualified applicants may be placed on a waiting list. We are committed to EQUAL HOUSING OPPORTUNITY.

The Maples
Hillsboro, Oregon
503-681-9096
Guardian Management



Equal Housing Opportunity

WASHINGTON COUNTY

Community Health Worker II

(Bilingual - Spanish/English)
\$2,116 - \$2,571/mo
Closes December 7, 1998

Dog Control License Writer

\$1,778 - \$2,163/mo
Closes December 7, 1998

Dog Control Officer I

\$2,168 - \$2,636/mo
Closes December 7, 1998

Finance Manager

\$64,824 - \$78,804/mo
Closes December 18, 1998

(If interested in this position, contact Gwendolyn Harvey at (503) 636-3265 or E-mail at gwendo@teleport.com)

Management Analyst II

(Construction/Maintenance Team Leader)
\$3,465 - \$4,212/mo
Closes December 7, 1998

Management Officer

\$2,577 - \$3,132/mo
Closes December 7, 1998

Senior Administrative Specialist

\$2,223 - \$2,702/mo
Closes December 7, 1998

Shelter Technician I

\$1,869 - \$2,272
Closes December 7, 1998

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required.

APPLY TO:

Washington County Human Resource Division
155 N. First Avenue, Suite 320
Hillsboro, OR 97124

Women, minorities, and people with disabilities are encouraged to apply.

Program Specialist Continuing Education/Graduate School of Education Portland State University

Program Specialist

Primary responsibilities: needs assessment; deliver, marketing, and expansion of face-to-face and on-line professional development for educators. Outreach for contract development critical. The successful candidates will have: a master's degree; administrative and marketing experience; experience in education, staff development, or contracted education; strong communication skills; customer service orientation; organizational skills; knowledge of academic procedures and experience in distance learning preferred. Twelve-month, fixed term, renewable, 1.0 FTE unranked academic position, projected start January 1, 1999. For detailed job description, see www.hrc.pdx.edu/uncisjob.htm or call 503-725-4670. Portland State University is an Affirmative Action/Equal Opportunity Employer and Institution. Minorities, women and members of other protected groups are encouraged to apply.

FOOD SERVICE:

Kitchen Coordinator. M-F. 5/hr day. Northeast Portland area. Food service & volunteer mgmt. Loaves & Fishes Centers, Inc., 6125 SE 52nd or call 736-6325. EOE.

Police Officers Come North to Alaska!

Juneau, Alaska's capital city, is looking for police officers competitive salary, excellent benefits, all safety equipment including handgun provided. New state of the art police facility with all new equipment in early 2000. Juneau is a pristine, safe, and family oriented community. Call (907) 586-5250 for an application and visit our website at <http://www.juneau.lib.ak.us>

Starting salary from \$20.74 to \$25.17 per hour DOQ
The City and Borough is an Equal Opportunity Employer
Women and minorities are encouraged to apply.

RN

Now hiring full time, part time, job share and temporary positions in **Salem and Portland**. Work in a psychiatric setting; previous experience preferred but not required. Excellent medical/dental benefits, paid retirement, holidays, shift differential, educational differentials for advanced degrees, on-site training. Part time/job share positions are negotiable.

LPN: \$2019-\$2805/monthly
Staff RN: \$2532-\$3503/monthly
Charge RN: \$2777-\$3842/monthly
Temporary RN positions available (non-benefitted) \$22.17 hourly

LPN, adolescent unit, Salem, FT, swing, Sun/Mon off
STAFF RN, children's unit, Salem, FT, night, W/Th/Fr off
STAFF RN, gero unit, Salem, FT, night, 10 hour shift, work 8, off 6
STAFF RN, adult unit, Salem, FT, night, Fr/Sat
STAFF RN, gero unit, Salem, jobshare, night, 10 hour shift
STAFF RN, adult unit, Portland, PT, night, Tue/Fri/Sat - Th/Fri rotation
STAFF RN, adult unit, Portland, PT, night, every other weekend off
CHARGE RN, adolescent unit, Salem, FT, Swing, Sat/Sun off, work every 6th weekend

For information or to apply contact:
Oregon State Hospital, Employee Relations
2600 Center St. NE, Salem, OR 97210
(503) 945-2815
Or TTY (503) 945-2996
AA/EOE

Opening for full-time **Case Manager and Therapist** in a day treatment program for pre-school children. Position involves family support services, out reach to families, and consultations with other community providers. Team work emphasis. Some evening work required. At minimum, Masters level training and two years experience required. Salary: D.O.E., great benefits, and training. position open until filled. Fax resumes to 256-9601, or mail to Samuel Seeman, Morrison Center, 11456 NE Knott St., Portland, Oregon 97220.

Oregon Department of Human Resources Program Representative Program Integrity Coordinator

The person in this full-time position coordinates wide compliance of activities for all individuals and groups associated with both the administration and the receipt of benefits if the WIC program: state and local agency staff, clients, and private sector partners. This individual has the responsibility to represent the WIC program and evaluate the program's integrity by preparing and conducting investigations of reported vendor abuse, monitoring vendor data, and identifying and investigation high-risk vendors. In addition, this individual will provide technical assistance and training as well as draft change proposal in regard to the program's rules, policies, and procedures in an effort to continuously improve abilities to prevent and detect misuse of the WIC program. Salary is \$2,225 to \$3,098 monthly. **A complete job application packet may be obtained at Oregon Health Division Personnel Office located at 800 NE Oregon Street, Portland, Oregon 97232.** Closing date is December 7, 1998.

Employment

The State of Opportunity.

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

OREGON DEPARTMENT OF TRANSPORTATION
Civil Rights Manager
Principal Executive/Manager F
A challenging management opportunity awaits you with ODOT, in Salem! As ODOT's Civil Rights Manager, you will provide strategic direction to develop, implement and oversee organization-wide approaches to civil rights issues. Your duties would include marketing programs, internally and externally, to promote awareness, value, and support of ODOT's civil rights efforts. Qualified candidates will possess a minimum of four years management experience with direct responsibility for overseeing EEO, AA, ADA, and other civil rights programs. Ideal candidates will have a background with proven successes in developing, implementing and communicating a cohesive civil rights vision across a complex series of business environments. Salary \$50,700 to \$74,868 annually plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement # OODT8562. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hr.das.state.oregon.us/jobs for application materials.** Deadline: December 4, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

Associate Transportation Engineer
Associate Structural Designer
If you possess a basic understanding of structural engineering and related civil engineering principles, an opportunity awaits you in the Bridge Engineering Section. Located in Salem, you will perform structural design of minor bridges and incidental structures for a structural design team. Requires a Bachelor's degree with major coursework in civil or transportation-related engineering; OR possession of a PE, PLS, FE/EIT or FLS/LSIT certification/registration. Salary \$2,596 to \$3,715* a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement # OODT8563. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hr.das.state.oregon.us/jobs for application materials.** Deadline: December 31, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

OREGON DEPARTMENT OF CORRECTIONS
Call Center Manager
Principal Executive Manager B
There is a current vacancy at the Snake River Correctional Institution (SRCI) in Ontario. This position provides direction and oversight for the Call Center by managing the systems, networks, and automation needs for the Services Division and Inmate Work Programs at SRCI. Requires 5 years experience in lead work, supervision, staff/technical, or professional-level work related to the management of information systems and networks. A BA degree in Business, Computer Science, or a related field may be substituted for up to three years of the experience. SALARY: \$3,090 to \$4,348 a month plus excellent benefits. **Oregon Employment Application and Job Announcement LE981531 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.oregon.us>.** Recruitment closes December 7, 1998.

BUREAU OF LABOR AND INDUSTRIES
Wage and Hour Compliance Specialist
Prevailing Wage Rate Unit/Portland
The Bureau of Labor and Industries' Wage and Hour Division has a current opening in the Portland Office for a Compliance Specialist in the Prevailing Wage Rate Unit. Compliance Specialists conduct investigations of alleged violations of prevailing wage law, give educational presentations and provide technical information to assist construction contractors, subcontractors and public agencies in complying with state prevailing wage and other applicable wage and hour laws. Investigative experience is a requirement. Salary: \$2,186 to \$3,036 a month. For more information, call (503) 731-4070 (Portland). **The job announcement (including test questions) and application form are also available on-line: www.hr.das.state.oregon.us/jobs/ Deadline for applying: November 30, 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 visit our web site at <http://www.hr.das.state.oregon.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.