



# Classifieds/Bids

## Employment

205 Professional

### Planner/Scheduler

Rexan Image Products is a multi-billion dollar company with manufacturing and sales worldwide. We are seeking a talented professional to work in our Portland plant, which manufactures inkjet media and other coated paper products primarily for the high tech industry. The position will be responsible for all planning logistics for Biomatic sheeter, including raw material and supply purchases, coating schedules, sheeter converting schedules, inventory management, and customer service interface. This will be done with close coordination of capacity and resource utilization, forecasting, material strategies, shop floor and systems management.

Requires 2+ years as a planner/scheduler in a manufacturing environment, with a Business degree preferred. Excellent interpersonal skills are required to negotiate and facilitate many functional areas. Experience with MRP systems in a manufacturing environment, planning of Bill of Materials, and APICS background is also desired.

We offer competitive compensation and an excellent benefits package. Please send resume including references and salary history to: Rexam Image Products, Attn: Human Resource Mgr., P.O. Box 3349, Portland, OR 97208-3349. Equal Opportunity Employer. Rexam Image Products

210 Comp/Tech

The Office of Information Technologies, Instruction and Research Services announces an opening for the PSU Distance Education Facility Manager. Please visit [www.rams.pdx.edu/jobs](http://www.rams.pdx.edu/jobs) for application and additional information or call Jackie Morgan at 725-3588. Review of applications will begin March 15. Position is open until filled. **PSU is an affirmative action/equal opportunity institution.**

230 Financial/Ins.

### Director Of Finance & Admin

Regional Arts & Culture Council seeks Director of Finance & Admin. Work with staff, board and committees. Coordinate budget, operating plan, financial tracking, audit, personnel, etc. Report to governments. Oversee \$5 mil budget and \$3 mil investments. Must have 5 yrs top level nonprofit acctg. Experience. See [www.racc.org](http://www.racc.org) for more. Letter, resume, references, salary reqs by 3/17. DFA Search, RACC, 620 SW Main St. #420, Portland OR, 97205. EOE.

230 Financial/Ins.

### Fiscal Administrative Assistant

FT Fiscal Admin Asst needed for nonprofit. Duties include purchasing, facility oversight, gen ofc tasks and assisting personnel. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE

240 Health Care

### Family Advocate

FT Family Advocate needed for nonprofit. Duties include assisting people in overcoming barriers to attaining economic self-sufficiency, educational success and family well being. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE

## Employment

227 Education

### Chemistry Department of Chemistry



Oregon University System

### Oregon State University

#### Postdoctoral Research Associate Position Available

**Position:** Applications are invited to create a pool of candidates for a position at the level of Postdoctoral Research Associate for research under the direction of Dr. Max L. Deinzer in the Department of Chemistry, Oregon State University. The Salary range is \$24,000-\$27,000 for twelve months depending on experience, FTE is 1.00. Reappointment is at the discretion of the Principal investigator.

**Description:** The position is in the area of phytochemistry using mass spectrometric and high field NMR to elucidate complex structures of compounds isolated from hops and other native plant species. The successful candidates will be responsible for the day-to-day conduct of their research and for the preparation of written reports.

**Qualifications:** A Ph.D. degree in organic chemistry or a related field that qualifies the candidate to conduct research in the structural elucidation of natural products using mass spectrometry and NMR is required. Experience in high pressure liquid chromatography, mass spectrometry and NMR interpretation is essential. The applicant should have a minimum of four years of research experience including research leading to the doctoral thesis.

Applications to fill this vacancy will be accepted immediately. The applicant should submit a letter of interest, a curriculum vitae, a list of publications and two letters of reference to:

**Please note:** For full consideration apply by April 1, 2000.

Dr. Max L. Deinzer  
Department of Chemistry  
1047 Agriculture and Life Sciences Building  
Oregon State University  
Corvallis, OR 97331  
Telephone: 541-737-1773  
Fax: 541-737-0497

Oregon State University is an Affirmative Action/Equal Opportunity employer and has a policy of being responsive to the needs of dual career couples.

235 General



### Parking Facility Operator

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

\$7.50+ starting wage  
Huge overtime potential  
Advancement opportunities  
Medical, Dental, 401k available  
Applicants must submit to drug test And background check.

Apply in person daily between 12-1 PM, Monday - Friday.  
215 SW 6th Portland, OR

240 Health Care

Small Agency hiring Direct Care Workers who want to make a difference. Must be 18 years old. Starting \$7.25-\$7.60. Call 669-6622.

## Employment

240 Health Care

### Dual Diagnosis Specialist

Multi-cultural community mental health center seeks full-time clinician with appropriate credentials/training/experience (Masters degree in mental health related field plus CAD/C/A&D experience). Opportunity for leadership in developing dual dx program. Position will be shared between Conquest Center and PCR (mental health and drug treatment programs). Must be proficient in dx, assessments, treatment plans and case management for dual dx adults. Provide individual and group therapy. Competitive wage and excellent benefits. People of color encouraged to apply. Submit resume and cover letter to CCMH, Attn: M. Blum/S. Cheeks, 3716 NE MLK Jr. Blvd. Portland, OR 97212 or fax (503) 288-8168.

250 Office

### Human Resources: Human Resources Assistant

needed to join dynamic, fun, hard-working team in a non-profit management service corporation. This position requires someone who is flexible, detail-oriented, has a good sense of humor, and who has a working knowledge of office equipment and computer software (Excel and Word for Windows preferred). Starting salary is \$10.00 per hr., plus excellent benefits. Submit resume to Cindy Cour, Arras, Inc., 738 NE Davis, Portland, OR 97232. Position closes Friday, March 10, 2000 at 5:00 PM. We value diversity and are an Equal Opportunity Employer.

253 Legal

### Claims Attorney



The Oregon State Bar Professional Liability Fund Seeks a full-time claims attorney to join our claims department team. Responsibilities include managing a caseload of legal malpractice claims and working with covered attorneys on a broad range of matters involving professional liability. The position requires an advanced level of legal knowledge and experience. OSB membership, and at least 5 years of Oregon private practice experience. Competitive salary and benefits.

Send resume and cover letter Jeff Crawford  
Director of Administration  
Professional Liability Fund  
PO Box 1600  
Lake Oswego, OR 97035  
Application deadline April 17, 2000. No telephone calls or e-mails please. Equal Opportunity Employer.

253 Legal

### Attorney

Managing. LASO, a statewide, federally funded, nonprofit legal services program seeks managing attorney for its Multnomah County office (MCO), in Portland. MCO has a staff of 25 including lawyers, paralegals, & support staff. Applicants must have 5 or more years of experience working in legal services or with low income clients in a substantial capacity. LASO has a long history of meaningful advocacy on behalf of clients and seeks a creative, organized person with major litigation and management experience. LASO is an equal opportunity employer. Cover letter & resume to Ira Azrov, Legal Aid Services of Oregon, 700 SW Taylor, Suite 310, Portland, 97205.

## Health Care

### Community Health Worker 1

The Multnomah County Health Department is looking for people who enjoy working in their communities. Currently, we have six openings for entry-level Community Health Worker 1.

(CHW 1s) in the Field Services Program. In order to qualify for these positions, you need to:

- Be a member of the community being served, or have similar life experience with community members;
- Have an interest in health and health care;
- Have experience with issues that affect pregnant and parenting individuals and families;
- Be able to speak and write English well enough to communicate with co-workers; and
- Be able to demonstrate qualities like patience, open-mindedness, persistence, and flexibility.

One position requires the ability to speak Spanish. One position requires the ability to speak Vietnamese. One position requires the ability to work effectively with young men of color.

CHW 1's will work with experience co-workers to promote the health of pregnant and parenting individuals and families. Responsibilities will include:

- helping participants identify their strengths, needs and goals;
- sharing health information and education with participants;
- providing emotional support;
- helping participants get access to services and programs; and
- teaching the health system how to work with diverse communities appropriately.

CHW 1's will participate in a six-week initial capacity-building program and they will receive 17 hours of academic credit from Portland Community College (PCC). Other benefits include health insurance and a paid retirement plan. The starting salary is \$11.54 per hour.

There are three ways to get application forms, job announcements and job descriptions:

- Come to Multnomah County Application Center in the Portland Building, First Floor Lobby at 1120 SW 5th Ave. Portland.
- Send a stamped, self-addressed envelope to Multnomah County Human Resources Division at PO Box 14700, Portland, OR 97293-0700.
- Visit our web-site at [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/)

Applications for these positions must be received, or postmarked if sent through the US Mail, by 5:00 p.m. on March 31, 2000. If you need more information or assistance with the application process, call Noel Wiggins at 988-3663 x26646, Monday-Friday, 9-5, or send her an e-mail at [noel.wiggins@co.multnomah.or.us](mailto:noel.wiggins@co.multnomah.or.us). You may also contact Melissa Dailey in Human Resources at 988-3056 x26329.

Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance services to our diverse community.

An Equal Opportunity Employer



### Community Health Worker 2:

The Multnomah County Health Department is looking for people who have experience promoting the health of their communities. Currently, we have four openings for advanced-level Community Health Workers (CHW) 2s in the Field Services Program. In order to qualify for these positions, you need to:

- Be a member of the community being served, or have similar life experience with community members;
- Have at least two years' experience as a CHW or Outreach Worker;
- Have experience with issues that affect pregnant and parenting individuals and families;
- Have a high school diploma or GED;
- Have good oral and written communication skills in English; and
- Be able to demonstrate qualities like patience, open-mindedness, persistence, and flexibility.

Two positions require the ability to speak Spanish. One position requires the ability to speak Russian. One requires experience working with families at risk of family violence. (The last position is currently a half-time position but may become a full-time position.)

CHW 2s will promote prenatal, postpartum and children's health in the community by:

- planning and sharing interactive health education classes and presentations;
- organizing and conducting support groups;
- coordinating the care of a caseload of pregnant and parenting individuals and families; and
- responding to the changing needs of the community by developing new and innovative activities and programs.

CHW 2s will participate in a six-week initial capacity-building program and they will receive 17 hours of academic credit from Portland Community College (PCC). Other benefits include health insurance and a paid retirement plan. The starting salary is \$13.38 per hour.

There are several ways to get application forms, job announcements and job descriptions:

- Come to Multnomah County Application Center in the Portland Building, First Floor Lobby at 1120 SW 5th Ave., Portland.
- Send a stamped, self-addressed envelope to Multnomah County Human Resources Division at PO Box 14700, Portland, OR 97293-0700.
- Visit our web-site at [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/)

Applications for these positions must be received or postmarked if sent through the US Mail, by 5:00 p.m. on March 31, 2000. If you need more information or assistance with the application process, call Noel Wiggins at 988-3663 x26646, Monday-Friday, 9-5, or send her an e-mail at [noel.wiggins@co.multnomah.or.us](mailto:noel.wiggins@co.multnomah.or.us). You may also contact Melissa Dailey in Human Resources at 988-3056 x26329.

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# The Portland Observer Classifieds

**CALL US**  
**Call Today** 503.288.0033  
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\$11.50.....	per column inch
\$13.00.....	per column inch and boxed
\$15.00.....	per column inch boxed and shaded
\$14.00.....	RFP/Bid
\$90.00.....	Sub-Bids (2 column by 3") each additional inch = \$10.00

**DEADLINE**  
All Classified Ads and Bids will be accepted up until noon, Monday.  
Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd