



# Classifieds/Bids

## Employment

### Office 250

#### Receptionist

Neil Kelly Co, a nationally recognized design/build remodeling firm, has an immediate opening for a Receptionist. Must have experience in receiving callers in a courteous and professional manner and ability to multi-task. Previous computerized, multi-line switchboard experience required. Word, Excel and database experience necessary. Busy office environment that promotes teamwork. Must have exceptional interpersonal and organizational skills. One of Oregon Business Magazine's 100 Best Companies to Work For. For immediate consideration, mail a resume, salary requirements and brief cover letter to: Diane Stark, Human Resources Department, Neil Kelly Company, 804 N. Alberta St., Portland OR 97217 or email to [dstark@neilkelly.com](mailto:dstark@neilkelly.com).

### Social Services 265

#### Homeless - Family Advocate

Client svc pos assisting homeless families to overcome barriers to attaining economic self sufficiency, providing svc access advocacy and support. Req's BA or equivalent exp in social work or related field. Preferred bilingual in Spanish and English. Competitive wage and agency benefits. Resumes will not be accepted in lieu of Agency application. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call (503)988-6000. EOE/AA

**exactly where you want to go.**

When it comes to growth, we've got it at every turn. And our growth means your growth. We'll pump you up with the support of a strong, stable company committed to your professional development. And you'll get the recognition you deserve. So, if you want it - hop on board. And, we'll take you where you want to grow.

**full- & part-time Opportunities**

- Customer Service Cashiers
- Pump Island Attendants

Benefits include:  
 medical/dental • \$5,750 to start  
 sick leave • tuition reimbursement  
 vacation • store level bonus  
 paid training • flexible schedules

Or call our hotline for an appointment:  
 (877-275-4692). EOE

**stop by**  
 7433 Interstate-Annex  
 Portland, OR 97217  
**1-877-ask-how2**

**exactly where you want to go.**

When it comes to growth, we've got it at every turn. And our growth means your growth. We'll pump you up with the support of a strong, stable company committed to your professional development. And you'll get the recognition you deserve. So, if you want it - hop on board. And, we'll take you where you want to grow.

**management- Opportunities**

- Managers
- Assistant Managers

Benefits include:  
 medical/dental • paid training  
 sick leave • tuition reimbursement  
 store level bonus

Please fax your resume to:  
 L. Gilliland (503) 788-4558  
 M. Norington (503) 466-5178  
 K. White (503) 384-0068  
 EOE

## SELF Enhancement, INC.

An Equal Opportunity Employer  
 Positions Are Open Until Filled

- Clinical Supervisor (1 full-time position, 8:30am-5:00pm) Responsible for overseeing day-to-day operations in the absence of the director of Family Services and providing clinical and technical expertise to the Family Services Department, provide regular case consultation and case reviews, provide clinical assessments and supervision and training to assigned family services staff. A Masters of Social Work, Counseling or related field required, minimum 3 years of experience directly related to the position, experience providing clinical assessments, family, individual and group counseling/therapy and crisis intervention, accomplished management and supervisory skills preferably gained through experience in a multi-cultural, social service setting. Must have outstanding interpersonal skills and strong ability to motivate others, able to work flexible hours and have a valid driver's license and must be insurable under SEI's auto insurance. Salary range: \$2,666 to \$3,416 per month
  - Service Access Coordinator (1 full-time position, 8:30am-5:00pm) Responsible for coordinating the process to access services to Family Center clients by assessing client needs, identifying available resources and providing direct referral to appropriate services. Must have a high school diploma or equivalent, a degree in a human services field desired, social service experience involving youth and families, bilingual in Spanish highly desired, basic computer literacy, must have excellent communication skills with the ability to effectively gather sensitive information from clients over the phone and in person, must be highly organized, detail oriented and have time management skills. Salary Range: \$1,875 to \$2,250 per month
  - Administrative Assistant (Family Services) (1 full-time position, 8:30am-5:00pm) Responsible for providing administrative support services to the Director of Family Services and other department staff as appropriate. Work experience in a social service environment preferred. Must have a high school diploma or equivalent, college course work a plus, general office skills, strong computer skills to include MS Word, Excel, Access, and Outlook, file maintenance experience, ability to handle multiple tasks with varying deadlines and must be self motivated, highly organized and detail oriented. Ability to maintain confidentiality of sensitive information a must. Salary Range: \$1,708 to \$2,375 per month
  - Administrative Assistant (Youth Services) (1 full-time position, 8:30am-5:00pm) Responsible for providing administrative support services to the Director of Youth Services to include meeting scheduling, maintaining the director's calendar, plan and coordinate travel arrangements, screen and direct incoming calls, maintain files and other duties as appropriate to support youth services programs. Must have a high school diploma or equivalent, college course work a plus, general office skills, strong computer skills to include MS Word, Excel, Access, and Outlook, file maintenance experience, ability to handle multiple tasks with varying deadlines and must be self motivated, highly organized and detail oriented. Salary Range: \$1,708 to \$2,375 per month
  - After School Recreation Coordinator (1 part-time position, evenings hours TBA) The After School Recreation Coordinator assists in implementing SEI's after school programming activities that include mentoring students, academic tutoring, recreation and sports fundamental, computer lab, library, dance and other activities for 50-100 youth in the SEI after school program. High school diploma or equivalent required, experience working with youth in a recreational environment preferred, at least 1 year of experience directly related to the position, outstanding interpersonal skills, must be a positive role model for youth and have the ability to motivate youth. Salary Range: \$9.00-\$11.00 per hour
- SEI Is Committed To Achieving And Maintaining A Drug-Free Workplace.

## LOOK Want A House!!!

**\$0 Down  
 \$0 Closing**

Let us show you how!

Bad Credit  
 Self Employed  
 Bankruptcy  
 All OK  
 Call

Liz Hamilton  
 Majestic Mortgage  
 503-525-3552 Office  
 503-955-0772 Pager  
 503-397-9769 Home

and/or

Roberta Robinson G.R.I.  
 Century 21 Elite  
 503-241-2711 x141 Office  
 503-366-3168 Pager  
 503-397-5267 Home  
 P.O. Box 242  
 St. Helen, OR 97051

## Subsidized units may be available at this time.

If subsidized units are not available at this time, qualified applicants may be placed on Waiting lists. Guardian Management Corporation is committed to

"EQUAL HOUSING OPPORTUNITY."  
**SUNNYSLOPE MANOR APARTMENTS**  
 1000 CUNNINGHAM LANES,  
 SALEM, OREGON 97302  
 (503) 364-5065



## Where you put your energy can make a difference.



NW Natural®

If you are looking for a company that offers challenges, variety and rewards, look no further. We are currently seeking the following to come join our team.

- Customer Representatives:  
 Requisition: #00076-OB part-time less than 20 hours  
 #00108-OB Part-time less than 40 hours

Seeking customer focused individuals to respond to high-volume phone calls regarding gas service, complaints, and inquiries. We are looking for full-time and part-time representatives. Part-time is less than 20 hours per week and full-time is normally 40 hours per week, but requires flexibility to work less than full time if needed. Starting pay rate is \$15.75/hour. Requires typing at least 40 wpm and good alpha/numeric data entry skills. Requires prior high volume call center/customer service experience. May be scheduled to work any time Monday-Sunday 7a.m.-10p.m. Candidates must be available full time for a 2-month training period, 8 a.m. - 5 p.m.

Meter Reader: Requisition: #00058-OB  
 Opening for a full-time TERM 12-month assignment. Primary qualifications include physically active work history, customer service skills and valid driver's license/excellent driving record. Proof of insurance will be required. Starting pay rate is \$2446/month. This is a random drug-test position.

Computer Drafting Technician: Requisition: #00152-OB  
 This position operates computer graphics and manual drafting systems to produce and maintain engineering records. Requires 2 years drafting school or equivalent experience. Mechanical drafting, mapping, and surveying experience is desired and Arc/info and AutoCAD experience is preferred.

Administrative Assistant: Requisition: #00116-OB  
 This position will provide analytical support to Human Resources and Engineering Departments. Qualified candidate must have a minimum of 3-5 years experience performing a combination of clerical and administrative duties. Demonstrated advanced PC skills with database (Microsoft Access), word processing and spreadsheet applications required. Must possess ability to work in a strong team-oriented environment responding to and managing pressure resulting from tight time tables/deadlines.

To apply, please mail your cover letter and resume to NW Natural, 220 NW Second Avenue, Portland, Oregon 97209; fax your resume to 503-721-2506; or e-mail your resume to [employment@nwnatural.com](mailto:employment@nwnatural.com). Please indicate the requisition of the position you are interested in. We are an Equal Opportunity Employer and a Drug-Free/Smoke-Free Workplace.

## 1998 Medical Marijuana 2000 Drug Policy Reform

Campaign happening now to change asset forfeiture laws; improve health and education in Oregon. Work with nation's largest grassroots campaign organization on cutting edge issues.

Training/Advancement  
 National Travel Potential  
 No Fundraising

\$7.00 + bonuses up to \$19.50/hour

Call 503-232-5400

## Attention:

### Are You Adventurous And Exciting?

But bored with the same old daily routines, conversations and faces? - Handsome single male 6' 1", 180 lbs, chocolate coated and just as delicious, Independent secure, charismatic enjoys all outdoor activities, music & romance. Seeking correspondence with single female Who is honest, understanding, lively, Compassionate and more lovable than a teddy bear.

P.O. Box 3137  
 Portland, OR 97208

## SUB-BIDS REQUESTED

Marshall High School  
 Computer Addition  
 Portland, Oregon

Date: June 14, 2000 @ 2:00 pm

Demolition, cabinets, drywall, metal stair, doors, hardware and glass. Plaster veneer, resilient flooring, carpet and paint. Mechanical and Electrical.

## LCG Co.

16427 N.E. Airport Way, #B, Portland, Oregon 97230  
 (503) 256-3016 Fax (503) 256-3684  
 CCB#132982



We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged and emerging small business enterprises.

## FREE!

### AUTO SALES INFORMATION SEMINAR

June 12<sup>th</sup>,  
 6:00 PM

Thinking of a career in Auto Sales?

This is your chance to be informed about every aspect of professional auto sales without applying for a job!

#### LEARN THE ANSWERS...

- How much money can I make?
- Can I sell part time?
- Can I be honest and still succeed?
- Must I work weekends?
- Do I earn a salary or commissions or both?
- What's the difference in dealerships?
- What's the future?
- Is there job security?
- How do I select a good dealer?
- No experience necessary.

Bring your questions and get straight answers from Mike Lang, one of the most experienced professionals in the Northwest!

This is a free seminar and there is Nothing to buy or sign up for, but seating is limited. Call Tammy for reservations, 722-4927, Mon. June 12<sup>th</sup>, or Tues. June 13<sup>th</sup>, 9 a.m. - 5 p.m.

#### WHOSHOULD I ATTEND?

- Anyone interested in a career change.
  - Anyone considering auto sales.
  - Experienced auto salespeople who desire to explore the options available.
  - Someone who wants more than a job.
- 19375 SE McLoughlin Blvd.  
 Sponsored by the most respected dealer group in Portland...  
**THOMASONAUTOGROUP**  
 Equal Opportunity Employer

### Social Services 265

#### Community Service VISTA Community Service Worker Positions

Wanted: Community Services Workers to help promote maternal and child health services (Oregon Health Plan, WIC, Baby shots, and prenatal care). Needed: Highly developed communication skills, and commitment to community service. Spanish speaking skills a plus, but not required. One year assignment as VISTA Worker. Includes \$4,725 college scholarship, \$714 per month living stipend, health insurance, and child care assistance. Opportunities are in selected towns in Oregon. Great for resume whether 18 years-old or 64. Call (503) 731-4021 for details and application. Deadline is June 23, 2000.

#### Se Solicita Promotores de Servicios Comunitarios VISTA

Se solicita: Promotores de Servicios Comunitarios, bilingues Ingles-Espanol, para trabajar con personas de escasos recursos. Los promotores promoveran servicios materno-infantiles (el Plan de Salud de Oregon, WIC, vacunas infantiles, cuidado prenatal) La persona debera tener experiencia de organizar y trabajar con personas de bajos recursos y saber desenvolverse en publico. Se invita a aplicar jovenes (mayor de 18 años), adultos, y jubilados. VISTA (Voluntarios en Servicio a America) se requiere un compromiso de un año. Se ofrece \$714 por mes, \$4,725 beca para universidad, seguro de salud, y ayuda con el cuidado de sus niños. Oportunidades en comunidades en Oregon. Para aplicar llame a (503) 731-4021. Fecha limite, 23 de Junio, 2000.

Advertise in  
 The Portland Observer  
 Call 288-0033