



# Classifieds/Bids

## Employment

Education 227



### Assistant Director of Student of Color Recruitment

The Assistant Director of Student of Color Recruitment will coordinate outreach efforts to students of color. Responsibilities include: coordinating programs and activities that promote enrollment, especially the recruitment of students of color to Portland State; serving on university committees and community organizations that are relevant to the support of students of color; and representing Portland State University on the OUS High School Visitation program, high school and community college visits, college fairs and nights, and other student recruitment events. Minimum qualifications for the position include a Bachelors degree; at least three years of successful and progressively responsible experience in student services at the college level; experience effectively recruiting students of color; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability and customer-service orientation. Preferred: Master's degree in a related field. This position is a full-time, fixed term 12-month renewable appointment, effective July 1, benefits package. Review of applications will begin on June 30, 2000. To apply: Submit a letter of application, resume, one-page recruitment plan describing your best practices for recruiting students of color, and three professional references to: Heather Gallup, Office of Admissions and Records, Portland State University, P.O. Box 751, Portland, OR 97207-0751, (503) 725-3404. Portland State University is an Affirmative Action/Equal Opportunity Institution.

## Employment

Financial, Ins. 230

### Finance

Accountant/Financial Analyst



**Columbia Sportswear Company**  
Come Work for One Tough Mother...And Love It!!! Do you envision yourself in a more casual Finance department? Are you longing to hang up the tie and put away the suite? Does the thought of wearing jeans on a Wednesday make you want to kick up your heels? If so, Columbia Sportswear could be the place for you!

Columbia Sportswear Company, a global leader in the design and manufacture of outerwear and sportswear is currently seeking an Accountant/Financial Analyst to work in our Finance department. In this position you will be responsible for management reporting, booking of entries into the financial systems and reconciliation of the balance sheet. Additional responsibilities include financial analysis of projects, budgets and budgetary reviews. Position will also be responsible for assisting with SEC filings. Columbia Sportswear qualifies for the CPA certification program.

Wearing jeans on Wednesday not appealing enough? How about corporate bonuses, a stock purchase plan, tuition reimbursement, a discount on product, and 28 PAID days off per year to enjoy the active lifestyle of a Columbia Sportswear employee! We also offer Medical/Dental, 401(K), profit sharing and company paid life insurance.

Okay, so now you can't resist! This is what we'll need from you.....

A Bachelors degree in Accounting or Finance or equivalent work experience and one to two years general accounting experience with thorough knowledge of accounting practices and procedures. CPA preferred.

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

General 235

### Community Conservation Project Coordinator

Community Energy Project (CEP), a non profit community development organization is recruiting for a Project Coordinator. Responsibilities include scheduling, organizing and monitoring water conservation workshops for lower income residents of Portland; recruiting and training workshop leaders; performing extensive outreach activities to inform Portland residents of this program; maintain good inventory control. Responsibilities also include scheduling and doing follow up visits to homes of persons who attended a weatherization workshop for further training and to verify installation of materials. On occasion, work with volunteer teams installing energy saving materials in client's homes. Qualified candidate should have good oral and written communication skills. Occasional evening and weekend work and use own vehicle. This is a full time position. Interested? Please send resume to CEP, P.O. Box 12272, Portland 97212 or call 284-9403. Closing date June 30, 2000. CEP is an Equal Opportunity Employer.

## Employment

## Employment

General 235

### Design

Footwear Design Assistant



**Columbia Sportswear Company**  
Do you have a background in industrial or footwear design? Are you seeking to begin a career in the dynamic footwear industry? Would you like to be part of a creative, talented, humorous and hardworking group of Footwear designers? If so, Columbia Sportswear has an opportunity for you to be mentored by some of the top footwear designers in the Pacific Northwest preparing you for a strong career in Footwear design.

Columbia Sportswear Company, a leader in the design and manufacture of sportswear and outerwear is currently seeking a Footwear Design Assistant to work closely with the Footwear Design Manager, Merchandisers, and staff on providing support for designing and merchandising the footwear line. Create and manage footwear production computer artwork for design. Materials and component development. Create prototype footwear catalog, updating as line develops and changes.

Potential Columbia team member should possess an Associates degree in industrial design, or related field with excellent organizational skills, broad knowledge of footwear design and development and thorough knowledge of general design processes from concept to pre-production. Must have working knowledge of material sourcing techniques (leather, components etc.). Possess thorough understanding of footwear construction and specifications. Must have excellent Macintosh and PC skills, and be thoroughly familiar with sketching, colorization, and mechanical layout.

Our benefits include corporate bonuses, a stock purchase plan, tuition reimbursement, a discount on product, and 28 PAID days off per year to enjoy the active lifestyle of a Columbia Sportswear employee! We also offer Medical/Dental, 401 (K), profit sharing, and company paid life insurance.

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

General 235

### Now Hiring Church Is Recruiting

We are looking for people who want a great future. Enrich your own life by helping others and receive benefits of training and counseling. Hard work, low pay, improve while you have a job.

If you are interested in any of the following areas:

Executive Finance, Personnel, Sales, Public Relations, Administration, Auditing (Counseling), Training Others, Clerical, Marketing & Promotion.

Call Rachael @ (503)-963-8121, or stop by and fill out an application at: 2636 NE Sandy Blvd, Portland OR 97232.

Church Of Scientology Of Portland

## Employment

General 235

### Manufacturing

Northwest pulp and paper manufacturer is recruiting for current and future manufacturing/production positions. Duties may include, receive/warehouse finishing supplies, deliver finishing supplies to paper machine production areas, industrial cleanup, handle chemical for machines, keep finishing supply inventories, participate in shutdowns, operate forklift and grab truck and other tasks as assigned while following all mill safety procedures and wearing personal protective equipment. Must possess the ability to prioritize multiple requests for assistance. Requires ability to pick up and move up to 50 pounds occasionally and work around machinery. Pre-employment drug screen and background check.

We work 12-hour rotating shifts in a 24-hour/day, seven-(7) day a week operation. Please register in person at the Oregon Employment Department, 506 High St., Oregon City, OR 97045. Indicate preference for Blue Heron Paper Company. No Phone Calls To the Mill Please.

Competitive wages. Benefits package includes medical, dental, vision, life, AD&D and disability insurance, pension, 401 (k), profit sharing, participation in an employee stock ownership plan, educational reimbursement.

Blue Heron Paper Company  
EOEM/F/D/V

General 235

### Parent-Child Program Assistant

1/2 time position. Duties include assisting groups in parent-child dept, extensive administrative support and transport of children. Bilingual in both Spanish and English preferred. \$10.50-\$12.00 entry wage. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

### Computer Technician

PT position. Duties include maintaining and evaluating anti-virus on computers, testing hardware/software, evaluating computer/software needs by staff and placement of hardware/software orders. \$10.50-\$12.00 entry wage. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

General 235

**KXL Radio** is seeking a professional and entrepreneurial Account Executive for management of web-based sales, promotions, business development and strategic alliance building. Outside sales experience and sales management required: strong data background and web development background preferred; creative packaging a must. Interviewing immediately. Send resume to attention Rich Carr at KXL Radio, 0234 SW Bancroft, Portland, OR 97201

No phone calls please. Equal opportunity employer.

Office 250

### Receptionist

Part-time receptionist needed 20 hours per week. Afternoon hours 1:00 p.m. to 5:00 p.m. Greet the public, answer phones, ability to communicate well and incorporate YWCA mission/imperatives. Please submit agency application by 6/26/00 to: YWCA, 1111 SW 10th Ave., Portland, OR 97205 AA/EOE

## Employment

Health Care 240



**BETHPHAGE**  
Where potential comes to life

### Are you a fun, loving person who wants to make a difference?

Provide Direct care for three individuals with developmental disabilities in a NE Portland residential setting. Starts at \$7.25/hr. \$8.25/hr after 90 Day Training period. Part-time, full-time (includes benefits), sign-on Bonuses, & 26 paid days off per year. Must be at least 18 years of age & have HS diploma or GED. Experience with autism & valid driver's license Preferred.

Call Dan at (503) 261-0255 to schedule an interview

Or apply in person/send resume to: BETHPHAGE

Attn: Human Resources

7931 NE Halsey St., Suite 305

Portland, OR 97213

Fax: (503) 261-0259

dmarsden@bethphage.org

Visit us at [www.bethphage.org](http://www.bethphage.org)

Office 250

### Secretary

Immediate opening in Vancouver, Washington with Bonneville Power Administration, Federal power transmission agency. Salary range: \$25,978 - \$37,525 (dependent on qualifications). Offers full Federal benefits including:

- Annual Increases
- Casual Work Environment
- Benefits without waiting
- 401K w/matching
- Advancement Opportunities
- Up to 5 weeks paid vacation
- Defined retirement Plan

Must be highly motivated with strong organizational and interpersonal skills for office manager type position.

For application call (360) 418-2090

Must refer to ad #NPO-03

Applications must be received by June 27, 2000

\*BPA welcomes diversity\*  
Bonneville Power Administration

Office 250

### City Of West Linn Job Opportunity Office Assistant

\$1894 - \$2460/mo (Effective July 1, 2000) DOQ Position acts as receptionist for Administration, Human Resources and Finance.

Primary responsibilities: responding positively to general public, answering multi-line phone, receiving payments, coping, limited bookkeeping, use of personal computer and filing. Requires high school graduation and 2 years clerical experience with some bookkeeping and money handling experience. Must have excellent customer service skills. Successful candidate must pass pre-employment drug screen. Application packets are available at West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068 or by calling (503) 722-3426 (voice mail) or (503) 656-4518 (TDD). Completed application must be returned to City Hall by July 7, 2000, 4:00 PM. EEO

Advertise in  
The Portland  
Observer

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\$90.00.....	Sub-Bids (2 column by 3") each additional inch = \$10.00

All Classified Ads and Bids will be accepted up until 5 p.m., Friday.

Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd

DEADLINE