



Classifieds/Bids

Employment

Office 250

OHSU

An Administrative Manager is sought by the Oregon Institute on Disability & Development (OIDD). The OIDD is a component of the Child Development and Rehabilitation Center at OHSU and a member of a national network of University Affiliated Programs which serve persons with disabilities through training, research, outreach and model development. The Administrative Manager assists the OIDD director in providing direction and coordination to all OIDD grants-funded activities and supporting relationships with other components of the university and with the community. Excellent communication (written and oral), coordination, supervisory and organizational skills are necessary; knowledge of grant-funding and financial development preferred. Computer skills are mandatory; masters degree in administration or social sciences preferred.

Please send resume to seisk@ohsu.edu or OHSU, Attn Kendra Seits-HR, 3181 SW Sam Jackson Park Rd. Pld, OR 97201. Please reference position UPAR 5347KS. Visit our web site at www.ohsu.edu for more information. AA/EOE

Employment

Office 250

The Urban League of Portland has an immediate opening for a **part-time Bookkeeper**. This position has growth potential and will assist in rebuilding the fiscal dept. Knowledge of fund accounting a plus. Please send resume and salary requirement to The Urban League of Portland, Attn: Fiscal Dept., 10 N. Russell, Portland, OR 97227.

Employment

Office 250

The Urban League of Portland has an immediate opening for a **part-time Administrative Assistant/Payroll Clerk in the fiscal dept.** This position has growth potential could go full-time. Accounting knowledge a plus. Please send resume and salary requirement to The Urban League of Portland, ATTN: Fiscal Dept., 10 N. Russell, Portland, OR 97227.

Employment

Office 250

Volunteers Of America Of Oregon, Inc.

Executive Assistant
Top Oregon Health and Human Services executive office seeks highly skilled Administrative Assist; to the senior executive of Children & Family Services Division, who is interested in serving others.

- Participatory work conditions (CIP)
- Client focused corporation
- Salary competitive and negotiable
- Full range of benefits

Send a letter and resume to Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, Attn: Lorraine Barton

Employment

Accounting 258

Accounts Receivable Clerk
Neil Kelly Company, a Portland residential remodeling contractor and cabinet manufacturer, is seeking an Accounts Receivable Clerk with 2+ years solid construction industry accounting experience; preference will be given to candidates with an associate's degree in accounting or related subject. The position requires an understanding of accounting theory, principles and practices, accuracy, data entry and strong analytical skills. Previous billings, cash posting and month-end closing experience a plus. Must have skill in computerized accounting systems; excellent working knowledge of Excel and Lotus. The ideal candidate has strong interpersonal communication skills and ability to work well in a team environment. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume and cover letter including salary requirements to Diane Stark, Human Resources Dept. Neil Kelly Company, 804 North Alberta St., Portland, OR 97217. May respond to: dstark@neilkelly.com or fax to 503-288-7464.

PART-TIME JOBS FULL-TIME REWARDS

EDUCATIONAL BENEFITS

- ☑ Additional \$455 per month
- ☑ Tuition Assistance Program
- ☑ Student Loan Repayment Program

BONUS MONEY

- ☑ Initial \$5,000 to \$8,000

MANY OTHER FULL-TIME BENEFITS

- ☑ Dental, life insurance, vacation/travel for free, retirement, etc.

OREGON YOU CAN CAREER COUNSELOR
Cornelius Curtis
(503)335-5115

Public Notices

Attention

On June 10, 2000 between the hours of 6:30 & 7:00 pm at Safeway's on Ainsworth and Martin Luther King in the parking lot. Did you see an incident of police brutality involving an interracial couple. Please contact Steve Rayne Attorney At Law 294-1106

Education 235

Tour Guide/School Liaison
Guides walking tours for groups of school children/adults through large production facility. Gives presentations at local schools. Teaching certificate or three years professional experience working with groups of children. Strong organizational, customer service, and presentation skills. Must be able to walk four miles a day, clean driving record and current CPR Card. Possible full or part time. Salary DOE. Apply State Emp. Ofc., 30 N. Webster, Job reference #1129778. AAP/EOE

Advertise in
The Portland Observer
Call 288-0033

HEAD START

Portland Public schools

Now Accepting Applications
for Fall

A FREE PRESCHOOL PROGRAM FOR LOW INCOME CHILDREN



CALL TODAY
916-5724

Summer Time Baby Sitting

Some weekends, nights and some sleep overs

Please call Gary Ann at 288-0033 or

Memory Ann at 285-3810.

Will be out of town on

July 26 - July 31, 2000

Need Help Taking The First Step?

Alcohol & Drug HelpLine and YouthLine

Free, confidential, statewide telephone assistance and guidance with alcohol, tobacco, and other drug problems.

It's your life, Your Choice, Make the Call!

Free & Confidential

Portland Area:

HelpLine: 503-244-1312

YouthLine: 503-244-1611

Toll Free, Statewide: 1-800-923-HELP



OREGON STATE UNIVERSITY

WEATHERFORD HALL ROOF REPLACEMENT

Oregon State University (OSU) is preparing to replace the roof of Weatherford Hall. This historic building consists of two, three story wings that step up to a five story central tower. The project includes the seismic upgrade of the existing roof structure, provision for roof penetration of existing (and future) plumbing and mechanical utilities, replacement of the existing concealed gutter copper flashing, repair and replacement of the rain leader system, flashing, waterproofing and roof-tile replacement/re-use.

OSU plans to prequalify General Contractors who will be invited to submit bids. The Request for Qualifications (RFQ) will be the process used in compiling a short list of General Contractors to bid the project. General Contracting firms will be selected based upon their past performance in on-time, in-budget completion of major renovations of higher education facilities. OSU will enter into a contract with the low bidder for services to repair/replace the roof and construct associated improvements for the residence hall.

To be considered, General Contracting firms must submit their RFQ statement to the University no later than 5:00 PM, Tuesday, July 11, 2000. Mail your request for information to Department of Facilities Services, Oregon State University, 100 Adams Hall, Corvallis, Oregon, 97331-2001. Fax requests will be accepted at (541) 737-3724.

SUBSIDIZED UNIT 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."

St. Vincent dePaul Villa
16060 E Burnside
Portland, OR 97233
(503) 257-8947



Metro

Request For Proposals

Rebuilding The Baler At Metro Central Transfer Station RFP #00-10-REM The Regional Environmental Management Department of Metro, the regional government organized under the laws of the State of Oregon and the 1992 Metro Charter to provide services for Multnomah, Clackamas and Washington Counties is requesting proposals for rebuilding the Baler at Metro Central Transfer Station (RFP #00R-10-REM).

Metro is a regional government responsible for solid waste planning and disposal of waste in the Portland metropolitan area. Metro Central Transfer Station (MCS) is located at 6161 NW 61st in Portland, OR. MCS is one of two transfer stations owned by Metro. Approximately 1,500 tons of waste is received each day. Materials that can be economically recycled are removed from the waste stream and the remaining waste is compacted and trucked to the Columbia Ridge Landfill in Gilliam County, Oregon. MCS is operated by Browning Ferris Industries (BFI) under contract to Metro.

The successful proposer will rebuild the existing C&M Model MSB 310 in two phases. During Phase I the Contractor will shut down the baler for a maximum of three (3) weeks to replace the existing hydraulic unit, the strapper and associated electrical power and controls. In addition the Contractor will inspect, and take measurements of the wearing surfaces, fasteners, knives and cylinders which must be replaced or rebuilt during Phase II.

Proposals will be due no later than 3:00 p.m., Thursday July 13, 2000, at Metro's, Regional Environmental Management Dept., Metro Regional Center, 600 NE Grand Avenue, Portland, OR 97232-2736, Attention Pete Hillmann. Proposals shall be enclosed in sealed envelopes and identified on the exterior with "RFP #00-10-REM, Rebuilding Baler at Metro Central Transfer Station". Proposals received after the deadline will not be considered.

Proposals must conform to the RFP format and be complete including the use of any forms. Metro may accept or reject any or all proposals, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest.

Performance and Labor and Materials bonds in amounts equal to 100% of the contract amount will be required from the Contractor awarded the contract.

Metro and its contractors will not discriminate against any person(s) based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status.

Metro extends equal opportunity to all persons and specifically encourages minority and women-owned businesses to access and participate in this and all Metro projects, programs and services.

ADVERTISEMENT FOR BID

Sealed bids for the Kerr Administration Room 0008 Carpet project will be received by the Oregon State Board of Higher Education until 2:00 PM. Local time, July 18, 2000. Bids will be opened and publicly read aloud on July 18, 2000 at 2:00 PM local time. All bidders must be registered with the Construction Contractor's Board. Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

Sub-Bids Requested For

Villa St. Rose/Rosemont Commons
597 N. Dekum Portland, Oregon 97217

100-unit, 4 story senior housing project, including renovation of existing historic masonry building and construction of new wood-frame addition

Bids Date: July 20, 2000 - 3:30 p.m.
Walsh Construction Co.

2905 SW First Ave. Portland, OR 97201
Phone: (503) 222-4375 Fax: (503) 274-7676

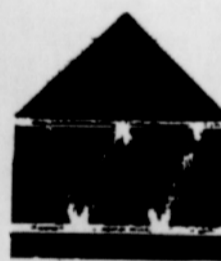
Contact: Dick Hutchison, Leslie Louis or Noel Southard

Plans Available at: Walsh Construction Co.,

Villa St. Rose Job Site, Housing Development Center, Construction Data, Daily Journal of Commerce and

Oregon Association of Minority Entrepreneurs
Emerging Small Business Enterprises and Women-owned Business Enterprises are encouraged to bid on this work.

ITEMS EXCLUDED: Structural Concrete, Framing Labor, Plumbing, HVAC and Electrical



Look Want A House!!!

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

With Verifiable Income.

**Bad Credit
Self Employed
Bankruptcy
All OK
Call**

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

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



PORT OF PORTLAND

Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett St, Portland. Office hours: are Monday through Friday, 8am to 12pm ar 1 1pm to 5pm. You may also apply online at our website. www.portofportland.or

The Port of Portland is an
Equal Opportunity Employer