



# Classifieds/Bids

## Employment

**For Rent 125**

1/2 off 2nd months rent  
2B.R. Tri-plex \$495 mo.  
4945 NE Grand  
Income Limits Apply  
284-8642  
Franciscan Enterprise



**Professional 205**

**Business Consultant**  
Expanding National Wholesale Mortgage Lender seeks a Business Consultant for Oregon. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume to: Washtenaw Mortgage Company, HR Dept., 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108 or fax to: 734-662-9517.  
[www.washtenawmortgage.com](http://www.washtenawmortgage.com)

**Home Care 225**

**Housekeeping**  
The Oregon Arena Corporation at the Rose Quarter, Portland's professional sports and entertainment center, is seeking a full time Event Supervisor to oversee event housekeeping staff, facility readiness, general cleaning and minor repair of event equipment. Responsible for training part time staff in all phases of event and housekeeping work. Must be willing and able to work extended hours with flexible schedule, incl nights, weekends and holidays. Minimum req include one year's housekeeping and supervisory experience, valid driver's license. To apply, pick up application at the Rose Quarter, One Center Court, Suite 100 (in lobby next to Box Office); or mail resume to Housekeeping Director, Human Resources Department, c/o Oregon Arena Corporation, One Center Court, Suite 200, Portland, OR 97227. No phone calls please. Equal Opportunity Employer. Minorities and females are encouraged to apply. Wages commensurate with knowledge and work experience.

**Home Care 225**

**Housekeeping**  
The Oregon Arena Corporation at the Rose Quarter, Portland's professional sports and entertainment center, is seeking a full time candidate with housekeeping and supervisory skills who will provide overnight supervision at all facilities. Must be able to work extended hours with flexible schedule, including nights, weekends and holidays. Must possess valid driver's license with ability to be trained on forklift. Salary commensurate with experience, plus excellent benefit package. To apply, send resume to Housekeeping Director Human Resources Department, c/o Oregon Arena Corporation, One Center Court, Suite 200, Portland, OR 97227. No phone calls please. Equal Opportunity Employer. Minorities and females are encouraged to apply.

**General 235**

**The Youth Opportunity Center is now hiring**  
For the following positions:  
Employer Liaison - \$30K to \$40K per year  
Youth Development/Outreach Specialist - \$30K to 40K per year  
Please visit our website at [www.worksystems.org](http://www.worksystems.org) for Complete information or contact Alescia Blakely At 503-478-7349

## Employment

**Education 227**

**Education/Development Specialist**  
needed for alternative school providing GED and employment training for youth age 16-21. Responsibilities include evening GED instruction and case management. Must be available evenings until 7:00 p.m. Oregon teaching certificate preferred. Starting salary range \$26,500-28,500 plus excellent benefits. Please submit cover letter and resume Attn: Operations Manager, Youth Employment Institute, 1704 NE 26<sup>th</sup>, Portland, Oregon 97232. Position closes 8/28/00 at 5:00 p.m. We value diversity and are an Equal Opportunity Employer.

**General 235**

**Residential Remodeling Design Design Associate - Entry Level**  
Neil Kelly Co., a nationally recognized design/build remodeling firm, has an immediate opening in its Remodel division. Trainee position potentially leading toward either Design Associate position or Commissioned Residential Remodeling Sales. Drafting layouts, elevations, and construction details for residential and light commercial projects, and making blueprint copies as required. Assisting with the writing of specifications, subcontractor bid procurement, and project estimating. Degree in interior design, interior architecture, or housing required. Board drafting required. CAD experience a plus. Waged entry level position with benefits. Must have own vehicle, valid drivers license, good driving record and automobile liability ins. Job description available on request. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume and cover letter referencing job #1000C to: Diane Stark, Human Resources Dept., Neil Kelly Company, 804 N. Alberta St., Portland, OR 97217 or email to [dstark@neilkelly.com](mailto:dstark@neilkelly.com).

**General 235**

**The City of Portland Seeks a Neighborhood Outreach Specialist**  
In the Metropolitan Human Rights Center (MHRC)  
This position will be responsible for coordinating MHRC's anti-bias training, community dialogues program and community/neighborhood outreach component. MHRC is a program of the Office of Neighborhood Involvement. Applicants need experience in human rights projects with multi-cultural groups, recruiting, training and retaining volunteers and experience in facilitating cross-cultural communications.

Applications available at our application center on the first floor of the Portland Building 1120 SW 5<sup>th</sup> Avenue or call Pete Kelly at 823-3529. You can also apply on-line at [www.ci.portland.or.us/jobs](http://www.ci.portland.or.us/jobs). All applications must be received no later than 4:30 PM, Friday, August 25, 2000.  
An Equal Opportunity Employer

**General 235**

**Community Organizer**  
Working with renters in diverse, low-income neighborhood in Portland Community Alliance of Tenants, 460-9702

## Employment

## Employment

**General 235**

**P. T. Volunteer Coordinator**  
Garten Services has an exciting opportunity! If you pride yourself in having strong communication skills (verbal, written & presentation), are creative, detail-oriented, enjoy working in a team environment, have a working knowledge of community resources, and 3 years exp. working in a volunteer program, we would like to speak to YOU. We are anxious for the right person to develop and maintain our volunteer program. Flex schedule, 20 hours/week. Valid ODL & acceptable driving record, pre-employment drug test & criminal history fingerprint background check required. Send your resume to Garten Services, Inc., 3334 Industrial Way NE - Salem 97303 or, PO Box 17485 - Salem 97305, or e-mail to: [great2b@garten.org](mailto:great2b@garten.org)  
Garten Is A Drug-Free Work Place AA/EOE - Minorities, women, persons w/ disabilities, multi-cultural experience strongly encouraged to apply.

**General 235**

**Club Director-Blazers Boys & Girls Club**

Direct staff, programs and budget for premiere youth development agency. Work with Board, coord. special events, some fundraising. College degree; 3-5 yrs. Related experience; strong verbal/writing skills. Experience working with culturally diverse youth and communities. Salary \$30,000+. Mail/fax resumes by 8/25 to Executive Director, Boys & Girls Clubs of Portland, 7119 SE Milwaukie Ave., Portland, OR 97202; Fax: (503) 232-0387

**Learning Center Coordinator**  
Blazers Boys & Girls Club needs education/tech center coordinator 20-25 hrs/wk. Experience w/ computer & programming for diverse kids. Resumes by 8/25 to Boys & Girls Clubs of Portland, 5250 NE MLK Jr. Blvd, Portland, OR 97211 or Fax: (503) 775-1549.

**General 235**

**Courier \$10.59 - \$13.30 per hour Excellent Benefits Part time (30 Hours Per Week)**  
Library Network in Clackamas County seeks a courier driver with excellent customer service skills. Duties include packaging, shipping, loading, sorting, and delivering 50-lb. bags of library materials; driving delivery van; making regular stops at public libraries and other locations. Duties also include using the library computer system to check books in and out and prepare notices and other materials for mailing. Hours are Mon - Fri, daytime.

**County Employment Application Required.** Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045, (503) 655-8459 or download an application from our web site: <http://www.co.clackamas.or.us/personnel/jobs.html>. Closing date August 28, 2000, 5:00 PM. EEO Employer.

## Employment

**Retail 235**

**Assistant Manager**  
  
Columbia Sportswear, the leader in outdoor apparel, is seeking an Assistant Manager for our Flagship retail store in downtown Portland. You will assist the Manager to ensure the efficient, profitable and customer-oriented operation of the Flagship Store. Train Sales Associates in cash register transactions, store procedures and the best customer service anywhere! Act as back-up for Flagship Store Manager when necessary.

We offer a competitive wage, sales incentives, medical/dental insurance, 401K, employee discount and the training you will need to be successful with us.  
Please send resume to Columbia Sportswear, Dept. FlagAM, Box 83239, Portland OR 97283-0239, or FAX to (503) 735-4597.  
We are an equal opportunity employer.

**General 235**



**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.  
130 SW Stark Portland, OR

**General 235**

**Security**  
Seeking an experienced and energetic Assistant Manager, Facility Security, to assist in supervising the scheduling, training and activities of all Facility Security operations and staff. The ideal candidate will have 2-3 years of security supervisory experience. Excellent written and oral communication skills, and proficient computer skills including Windows, MS Word, and Excel. Must be able to work extended hours, including nights, weekends and holidays. To apply, pick up application at the Rose Quarter, One Center Court, Suite 100 (in lobby next to Box Office); or mail resume to Assistant Facility Security Manager, Human Resources Department, c/o Oregon Arena Corporation, One Center Court, Suite 200, Portland, OR 97227. No phone calls please. Equal Opportunity Employer. Minorities and females are encouraged to apply. Salary commensurate with knowledge and experience.

## Employment

**General 235**

**The Multnomah County Health Department** is currently recruiting for the following positions:  
**Health Services Administrator - Corrections Health**  
**Fiscal Assistant - Bilingual**  
**Nutrition Assistant**  
**Health Services Specialist - Environmental Health/Vector Control**  
**Office Assistant 2 - Bilingual Pharmacist**  
**Medical Records Technician (ART)**

Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/). In person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5<sup>th</sup> Avenue, First Floor Lobby, PO Box 14700, Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries. Multnomah County Health Department is actively recruiting person from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer



**General 235**

**Washington County Administrative Specialist I**  
Eligibility List  
\$1,873-\$2,279/month  
Closes August 18, 2000  
**Administrative Specialist II**  
Non-Bilingual and Bilingual Eligibility List  
\$2,173-\$2,643/month  
Closes August 18, 2000  
**Community Health Worker II (Bilingual)**  
\$2,284-\$2,778/month  
Closes August 18, 2000  
**Data Base Administrator**  
\$4,448-\$5,405/month  
Closes August 25, 2000  
**Dog Control Officer I**  
\$2,284-\$2,778/month  
Closes August 25, 2000  
**Information Systems Analyst**  
\$3,834-\$4,663/month  
Closes August 25, 2000  
**Public Health Nutritionist (Bilingual - Spanish/English)**  
\$3,072-\$3,735/month  
Closes August 18, 2000  
**Survey Technician III (GIS)**  
\$3,201-\$3,934/month  
Closes August 25, 2000  
Call (503) 846-8606/TTY (503) 846-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.  
**Apply To:**  
Washington County Human Resources Division  
155 N. First Avenue, Suite 320  
Hillsboro, OR 97124

**General 235**

**Postal Jobs \$9-14.27/HR + Federal Benefits**  
No Experience, exam info.  
Call 1-800-391-5856x 6802

**Wildlife Jobs \$8-19/HR + Federal Benefits**  
Park Rangers, Security, and Maintenance  
No experience for some. For info call 1-800-391-5856x 6803  
8am-9pm Local not guar.

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DEADLINE

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