



Classifieds/Bids

Employment

General 235

Office Manager/Assist Pathways to Success Program for women exploring careers in the trades at Oregon Tradeswomen. Join a great team! Call 943-2271 for job announcement. Application due 9/1.

Program/Development Assistant. Oregon Tradeswomen seeks assistant for education and organizing programs and development work. Join a great team! Call 943-2271 for job announcement. Application due 9/1.

Health Care 240

Residential Treatment Counselor, enthusiastic, positive and creative individuals needed to work with children in a nationally recognized treatment facility. Position offers a supportive and active atmosphere, a team oriented approach, and the challenge of helping kids build self esteem in a caring, therapeutic environment. Requires a college degree in the Human Services field with prior experience working with children. A sincere commitment to youth a must. Excellent salary and benefit package offered. Send resume to: Human Resources Director, PO Box 368, Marylhurst, OR 97036. The Christie School is an equal opportunity employer that values diversity in the workplace.

Health Care 240

Executive Director for two interrelated non-profit public charities, both of which serve the Public Health community. A 15 member interlocking board serves both organizations. Two million dollars support promotion of public health outcomes. Major roles in fundraising, distributing funds, managing a small office networking. Minimum requirements: BA/BS, 2 yrs exp as ED with a nonprofit, development exp. Prefer knowledge of public health and health care systems. Salary: \$65,000 plus benefits. Send resume to: Friends of Public Health, P.O. Box 6088, Portland, OR 97208

Office 250

Join the Tri-Met Project Implementation team as their Administrative Specialist. You'll provide administrative and clerical support: Maintaining records management system, coordinating the flow of documents and information, and coordinating office management functions. Qualified candidates must have a high school diploma or equivalent with four years of progressive experience in a responsible and related administrative or secretarial position. Requires personal computer experience with word processing, Excel, Access, and typing speed of 60 wpm. Excellent benefit package and hiring range of \$14.28-\$17.14/hour. Qualified candidates submit a Tri-Met application with a resume and supplement questions no later than August 25th to the Human Resources Dept., 4012 SE 17th Ave., Portland, OR 97202. You may call (503) 962-7635 for information or visit our website at <http://www.tri-met.org/jobs/>.



Employment

Social Services 265

Social Change/Domestic Violence. * Bradley-Angle House is seeking a * Shelter Coordinator Full-time 40 Hours/Week; \$13.73/Hour plus benefits. Application packets required and available by calling 503/296-8225 or at One Stop, 3034 NE MLK Jr. Blvd. Closing Date: Monday, August 21, 2000. EEO/AA/Feminist Employer

Employment

Office 250

Administrative
The Oregon Arena Corporation at the Rose Quarter, Portland's professional sports and entertainment center, is seeking a full time candidate to provide clerical and project support to the Housekeeping Department. Will maintain employee databases, and be responsible for weekly payroll. Two-year minimum experience in staffing, scheduling, recruitment. HR or event experience is required. Must be proficient in MS Word/Excel. Publisher and Access beneficial. 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.

Sales 260

Radio Advertising Sales for Entercom Radio Stations: Advertising/broadcast sales a plus. Good organizational, written/verbal communications skills. Send cover letter/resume to HR, Entercom, 0700 SW Bancroft St., Portland, OR 97201. KGON/KFXX/KKSN/KNRK/Rosie/Sunny Equal Opportunity Employer.
Sales Leader Needed
Entercom Portland's cluster is seeking a leader to drive sales for one of its six radio stations. The right candidate must have a proven record of success in generation revenue, finding NTR, inventory management and pricing. Paper pushers and desk riders need not apply. Excellent benefits and compensation package. Cover letter/resume to HR, Entercom, 0700 SW Bancroft St., Portland, OR 97201. Email judy@kgon.com. KGON/KFXX/KKSN/KNRK/Rosie/Sunny. Equal Opportunity Employer.

Social Services 265

Alcohol & Drug Counselor
Certified A&D Counselor needed 10-15 hour/wk to work with residents who want to maintain or move toward sobriety. Need 2 yrs direct counseling or related experience. Behavioral health and medical background preferred. Responsibilities include individual and group sessions plus assist MSW with referral process. Our House of Portland provides holistic care in a loving, home-like atmosphere for individuals with advanced AIDS. Fax resume to 503/236-7129 or apply at Our House, 2727 SE Alder, Portland, OR 97214.

Be Part of a Great Mission

Join the Portland Development Commission's efforts to bring together community resources and achieve Portland's vision of a vital economy with healthy neighborhoods and quality jobs for all citizens.

Administrative Specialist Economic Development
Provide moderately complex clerical and administrative support to department managers, project coordinators and other professional staff. May provide back-up to department program assistants or specialists and commission receptionist. Responsibilities include record management, database development, mail distribution and meeting coordination. Requires a high school education or equivalent with additional training beyond high school in general business office procedures and computer applications. Must have 2-4 years' related experience and spreadsheet and word processing software skills. Position is 20 hours per week.

Project/Program Coordinator
Plan projects and programs related to community economic development, redevelopment and neighborhood revitalization in Leifer's Town Center. Coordinates work of other Commission staff, various government agencies, citizen groups, private consultants, and developers; targets area business and property owners to assure the completion of project/program activities in an effective and efficient manner. Requires a Bachelor's degree or equivalent and two years' work experience preferably in real estate project development. Must have proficiency in word processing, spreadsheets and the ability to learn computer-based Geographic Information Systems (GIS). Closes 8/25/00.

An application and information packet is available at PDC. Outside the Portland Metro area, please call our job hotline: (503) 823-3463 to request a packet by mail. Portland Development Commission, 1900 SW 4th Ave., Suite 7000, Portland, OR 97201. EOE

Messages 500

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Earn Up to \$605.00 per month (Tax-Free) with the Montgomery GI Bill combined with the new Incentive Kicker

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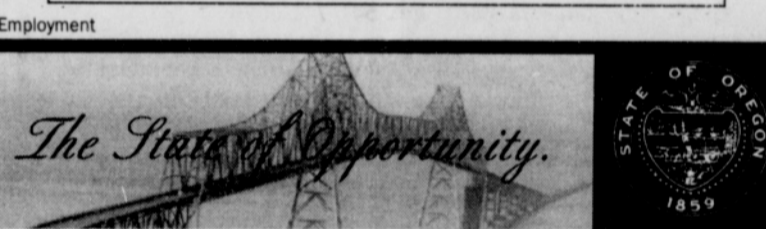
The Oregon Air National Guard (503) 335-4040 or 1-800-392-1801

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Air National Guard
WWW.ORTON.ANG.AF.MIL

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 and 1pm to 5pm. You may also apply online at our website: www.portofportland.or.gov

The Port of Portland is an Equal Opportunity Employer



In Oregon, opportunity means a variety of careers available statewide, competitive salaries and great benefits. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION
Program Technician 2*
Right of Way Research Coordinator
Customer service-oriented individual possessing excellent communication skills and an ability to effectively coordinate, develop and provide oversight of a program is desired for this immediate vacancy located in our Salem Right of Way Engineering office. In a lead role, position will coordinate the Research Program and assist in responding to requests for information by providing interpretation, explanation and information regarding access control issues and a variety of related R/W matters, property rights, and historical information for the state highway system. *NOTE: Although this position is classified as a Program Technician 2 level, we encourage candidates who meet the minimum qualifications for a Program Technician 1 to apply as we may consider underfilling the position until the selected candidate meets the minimum qualifications for Program Technician 2. Salary \$2,949 - \$4,223/month (Program Technician 1 \$2,424 - \$3,475/month) + excellent benefits: health insurance; paid vacation and sick leaves; 10 paid holidays; and full employer-paid retirement contribution. **Announcement #0CDT0411. For minimum classifications and other details, call (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit www.odot.state.or.us/hrod/jobindex.cfm for announcement and application.** ODOT is an AA/EEO employer committed to a diverse workforce. Application and required supplements must be received by: September 1, 2000.

Program Technician 1
Right of Way Data Analyst
Computer database experience is highly desired for this part-time opportunity (20 hours/week) in our Salem Right of Way Office. Provide user support for our Microsoft Access 97-based Right of Way Automated Information Network. Interpret policies and procedures for tracking real property acquisition and workload analysis and performance information; develop and provide ongoing technical training; monitor use of statewide information system for adherence to standards and optimal utilization of resources; and assist in recording, analyzing, evaluating, interpreting, compiling and reporting information for use by managers and other persons. Requires three years of experience administering or coordinating parts of a project or program. A Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to the position will substitute for two years of the required experience. Part-time salary \$1,243 - \$1,726/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and retirement contribution. **Announcement # CDT0412. Call (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit www.odot.state.or.us/hrod/jobindex.cfm for announcement and application.** ODOT is an AA/EEO employer committed to a diverse workforce. Application and required supplements must be received by September 5, 2000.

OREGON STATE LOTTERY
"Doing Good Things for Oregon!"
Visit our WebCenter at www.oregonlottery.org
Currently recruiting in the following areas:

- Management
- Administrative Support
- Information Technology
- Field Sales
- Field Service
- Warehouse

Applications and complete job announcements can also be obtained at any office of the Oregon Employment Department or by calling the Lottery Job Line at (503) 540-1328 in Salem. Successful applicants are subject to extensive background check.

The Oregon Lottery is an Equal Opportunity Employer. Women, Minorities & People with Disabilities are encouraged to apply.

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon jobs page at: www.oregonjobs.org. The State of Oregon and all its divisions are proud to be equal opportunity employers.

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."

Margaret Carter Complex
620 NE Brazee
Portland, Oregon 97212
(503) 287-2162

Handicapped Accessible

EQUAL HOUSING

Hiring for Journey-level Maintenance Mechanic

UPS

UPS is seeking a qualified Journey-level Maintenance Mechanic at the Swan Island facility. Must be proficient in the following areas:

- 3-phase motor control centers
- trouble shooting electrical circuits
- millwright background, 3+ years exp. Preferred
- ability to read electrical schematics.

(A Journey-level Maintenance Mechanic must have own had tools. Applicants must be self-motivated, able to work independently and be willing to work nights and some weekends with mandatory overtime)

UPS offers:

- a full time perm. Union position!
- starting pay of \$15.88/hour!!!
- a top wage, currently at \$22/hr, after a 24 month progression!
- excellent benefits package!

For application information, please contact
State of Oregon Employment Department
30 N. Webster, Suite E
Portland, OR 97217
Oregon State Reference Job Order #1120910

Equal Opportunity Employer.

Employment

SW WA's leading early childhood education and family service agency is seeking applicants for the following positions:

Head Start Teacher Assistant - Assist in the planning and conducting of daily activities of the classroom under the supervision of the teaching staff. Requires AA Degree in (ECE) with one year paid experience in a preschool program, or a (CDA) with one yr. Experience. \$9.50/hr.

Head Start Classroom Aide - Implement classroom activities under supervision of teaching staff. Assist with meal preparation; organize activities, supplies and environment; maintain safety and cleanliness of center. Requires a HS diploma and 1 yr. Exp. Working with children 3-5 years of age. \$8.00/hr.

ECEAP Teacher Assistant - Assist in the planning and conducting of daily activities of the classroom under the supervision of the teaching staff. Requires 15 credit hours in ECE, or a (CDA) with one yr. experience in a preschool program. \$8.10/hr.

Parent Involvement Assistant - Assist in support of parent involvement program. Excellent verbal and written communication skills. Ability to work independently and in a professional manner with families of diverse cultural and socio-economic background. Knowledge of adult education programs required. Knowledge of child care workers for evening parent programs. Must have an A.A. degree in Social/Human Services or related field and 4 years exp. In human services or adult education program. \$10.43/hr.

Secretary - Provide effective and responsive secretarial services to EOC staff, clients and the community. HS diploma and 2 yrs. Off clerical experience. MS Word required, desktop publishing, data base and graphic highly desirable. \$8.86/hr.

Parent Aide - Provide support services for parent activities in the Head Start/ECEAP programs. Will involve some evening hours. HS Diploma. Daily access to insured personal vehicle. Must be 18 or older. \$8.00/hr.

Bus Driver Substitute-On call position transporting pre-school children in Clark County. Must be willing to obtain a CDL license. \$8.85/hr.

Nutrition Aide - Recruitment to fill current openings and develop a substitute pool. Prepare & serve meals to preschool children. HS diploma or equivalent; six months experience in food service desired but willing to train qualified candidates, food handler's permit required. \$8.00/hr.

Applicants must submit an EOC application, cover letter, resume, signed child abuse statement, 3 letters of recommendation. Call or stop by to obtain application pkg., 9-4, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA. 98662, (360) 896-9912. Deadline: 8/25/00. EEOC/AA

Administrative Support

Join the team at Graybar, the nation's premier independent distributor of electrical and communications/data products and a Fortune 500 company. As an employee owned company with a "promote from within" philosophy, we provide our employees with opportunities for professional growth and advancement.

In our fast paced environment, you will perform a variety of administrative and data entry duties which include accounting related efforts, customer billing, investigating and resolving claims and deductions, compiling reports, and providing backup support for our switchboard. The right candidate will be detail and multi-task oriented and possess basic computer skills. A high school diploma (or equivalent experience) is required along with a minimum of one-year general clerical or accounting experience.

As one of the world's largest employee-owned companies, Graybar offers a competitive salary and a comprehensive benefits package, including profit sharing, pension plan, and tuition reimbursement. Check us out on the at www.graybar.com. For consideration of one of our multiple openings, please mail a cover letter (with salary requirements) and your resume to: P. Stofiel, Graybar, 901 N.E. 60th Avenue, Portland, OR 97213; fax: 503/249-2058.

Equal Opportunity Employer
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