

# CLASSIFIEDS / BIDS



## WASHINGTON COUNTY

**Cartography and Records Manager**  
\$5,361 - \$6,515 / month  
Closes August 27, 2004

Community Health Worker  
\$2,555 - \$3,107 / month  
Closes August 6, 2004

**Juvenile Counselor II - Job Share**  
\$21.35 - \$25.96 / hour  
Open Continuous

**Nutrition Technician**  
\$2,684 - \$3,265 / month  
Closes August 6, 2004

**Senior Environmental Health Specialist**  
\$4,188 - \$5,090 / month  
Closes August 6, 2004

**Stores Clerk**  
\$2,679 - \$3,238 / month  
Closes August 6, 2004

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website:  
[www.co.washington.or.us](http://www.co.washington.or.us). 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

**Production Director**

AM 860-KPAM is looking for a full-time Production Director with a minimum of 5 years major market experience. The ideal candidate will have experience writing copy and producing spots for both sales people and station imaging. Send resume including edit software experience, copy writing samples, and production tape by August 1 to Program Director, Pamplin Broadcasting, 888 SW Fifth Ave., Suite 790, Portland, OR 97204 or via email to [productiondirector@kpam.com](mailto:productiondirector@kpam.com). An Equal Opportunity Employer.

**Executive Position**

**Meyer Memorial Trust**

Program Officer Position Available

The Trust seeks a dynamic and creative professional with a "service leadership" bent. View position profile and application process at [www.mmt.org](http://www.mmt.org). Applications due Aug 11, 2004.

\$250 to \$500 a week  
Will train to work at home  
Helping the US Government file HUD/FHA mortgage refunds  
No experience necessary  
Call Toll Free 1-866-537-2906

**SUB-QUOTES REQUESTED FOR**

**NW 3<sup>rd</sup> & NW 4<sup>th</sup> Ave Improvements Project**

**WE ARE SEEKING SUBCONTRACTING BIDS IN THE FOLLOWING AREAS:**  
Concrete Work • Concrete/Architectural Saw Cutting  
Concrete Flatwork • Pavement Markings • Granite Pavers  
Belgian Block Walls/Islands • Drainage System  
Sewer/Water Systems • Traffic Control • Hwy/Road Trucking  
Illumination • Landscaping • Electrical  
Concrete Reinforcement • Survey

Plans for this project may be obtained at the City of Portland, Bureau of Purchases Office at 1120 SW 5<sup>th</sup> Ave. Room 750.

Call for Details  
Bid Due: August 3, 2004

**Stacy and Witbeck, Inc.**

403 SE Caruthers Street Portland, OR 97214  
Phone (503) 231-5300, FAX (503) 231-6692

We are an equal opportunity employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

**Summer Run**



7810 SE Foster Road  
Portland, Oregon 97206  
503-774-8885

**Retirement Apartments**

- Studio & One-Bedroom Apartments
- Affordable Rent with No Costly Buy-Ins or Application Fees
- Federal Rent Subsidies Available
- Ideal Urban location near shopping, bus lines, restaurants, and more!
- Enjoy our small community atmosphere that's relaxed and friendly!

**General:**

Instructional Assistant-Medical Assisting, Health Services Mgmt./ Med. Office Assisting Dept., 50% 10 mon. assign.; \$1016.50/mo.; Req. Assoc degree w/RN license; 2 yrs. Clinical exp. In health care: Current unencumbered Oregon RN license. Submit CCC app., cover letter, resume, transcripts & current Oregon license. (see announcement for more info.) Open until filled screening to begin 8/11/04.

Instructional Specialist, Early Childhood Educ. Program; 50% academic yr. Assign. \$1,220-\$1,719.50/mo. Req. Assoc. degree in ECE or related field; 1 yr. Exp in a developmental program setting (additional educ. May substitute for exp.) Submit CCC app., cover letter, resume, 2 ltr. Of ref., transcripts & supp. App. (see announcement for more info.) Closes 08/14/04.

**Education:**

Nursing Clinical Instructor, Nursing & Dental Assisting Dept.; 100%temp. academic yr. Assign.; Req. BSN; 3yrs. Exp. In nursing practice; current encumbered Oregon RN license (or eligible); Prefer. Master's degree in nursing; teaching exp. In nursing program; Bilingual English/Spanish. Submit CCC app., cover letter, resume & transcripts. (see announcement for more info.) Open until filled, screening to begin 8/11/04.

Please contact us at:  
**Chemeketa Community College**  
Human Resources Department  
PO Box 14007  
Salem, OR 97309  
503-399-5009  
[www.chemeketa.edu](http://www.chemeketa.edu)

Chemeketa Community College is an equal opportunity institution, values diversity in its workforce, and is committed to affirmative action; we encourage minorities, women and persons with disabilities to apply.



**PARKING FACILITY Operator**

Immediate full time and part-time openings. Seeking dependable, well groomed, positive individuals

\$8.00 + starting wage  
Overtime/advancement potential  
Medical & Dental, 401k avail.  
Drug test/Background check

New hires must have acceptable documentation to confirm both identity and eligibility to work.

Apply 12:00-12:30PM, Mon, Wed & Thurs at City Center Parking  
130 SW Stark, Portland.



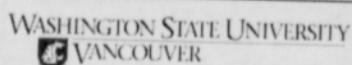
**Senior Manager** LifeWorks NW is looking for a dynamic leader to serve as a member of the senior management team in a comprehensive mental health and addictions non-profit service agency. The successful candidate will be a leader in the community; they will have the ability to plan strategically; cultivate external relationships; manage/develop staff; implement/manage change; be an excellent communicator; build teams; attain goals; meet deadlines. LifeWorks NW values diversity and encourages applicants of color to apply. Deadline for applications is 8/13/04.

**Administrative Assistant (20 hrs/wk)** Located at our Concordia site this position is responsible for a variety of office duties in a clinical front office setting. Provides support to the clinical staff and works with the clients in person and on the phone, does data entry, maintains files. Requires prior experience in a front office setting preferably in a medical setting. Excellent customer service skills, prior computer work. Hours 3:00 - 8:00 pm Mon - Thurs. possibly some work on Friday.

**Program Director, Youth Addictions** Located in SE Portland this position provides oversight to Youth Addiction Programs in Washington and Multnomah Counties. Coordinates staff/program schedules, provides clinical/programmatic supervision, review/implements budgets, completes reporting for funders, participates in Prevention/Youth Addiction management teams. Requires MA in human services or equivalent, CADC 2 or licensed clinician with 150 hrs alcohol/drug education, experience serving youth, providing addictions services, 2 yrs. supervisory experience.

Interested applicants may submit resumes with cover letters via e-mail at: [hr@lifeworksnw.org](mailto:hr@lifeworksnw.org); fax: 503-690-9605 or mail to: LifeWorks NW, 14600 NW Cornell Rd, Portland, OR 97229 Attn: Human Resources. Please include in your cover letter the position for which you are applying. To learn more about LifeWorks NW (formerly Tualatin Valley Centers) please visit our web site at [www.lifeworksnw.org](http://www.lifeworksnw.org).

Equal Opportunity Employer



**Campus Communications Coordinator**

Washington State University Vancouver is seeking applicants for Campus Communications Coordinator. Primary responsibilities include proactive development and execution of a comprehensive communications strategy; marketing and communications activities in support of campus advancement and campus wide priorities; establish and maintain media relations, develop, write, edit and oversee production of publications; utilize electronic communications technology such as web and e-mail; create and complete special projects. Minimum qualifications and application procedures available at WSU Vancouver's website: [vancouver.wsu.edu/adm/hrs/adminpro.htm](http://vancouver.wsu.edu/adm/hrs/adminpro.htm). Starting salary \$35,000-\$40,000 depending on experience. Applications must be received by 5:00pm on August 11, 2004. WSU is an affirmative action/equal opportunity employer.

**Community Development Coordinator**

Interstate Firehouse Cultural Center is seeking applications for the above position. Please go to [www.ifcc-arts.org](http://www.ifcc-arts.org) for position description and application guidelines.



**METRO**

**Stagedoor Watchperson**, Portland Center for the Performing Arts. \$9.83, PT, Deadline 8-3-04. Monitors stage door during load-ins, rehearsals, performances, load-outs; informs and gives directions to employees, promoters, artists and the general public.

**Audio Visual Technician**, Oregon Convention Center. \$16.41, FT, Deadline 8-4-04. Responsible for the audio visual systems at the Oregon Convention Center and direction of Audio Visual Production Assistants, including maintenance of audio visual equipment. Coordinates with staff and subcontractors to schedule needed equipment and personnel. These opportunities are open to First Opportunity Target Area residents (Columbia Boulevard on the north; 42nd Avenue on the east; the Banfield Freeway on the south, and North Chautaugua Boulevard on the west), whose total annual income does not exceed \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months.

To access the complete job announcement and required application materials you may visit our website at [www.metro-region.org/jobs](http://www.metro-region.org/jobs) or you may pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland. Resumes are not accepted.

**AA/EEO Employer**

**DOCKWORKERS**

Accepting applications for FT **DOCKWORKERS** at our Outlet in Portland. Must be at least 18 years old, a team player, able to work in a fast paced environment, and follow directions. Heavy lifting required. Warehouse, dock or forklift experience helpful.

Must pass pre-employment drug screen and criminal background check.

\$8/hr + benefit package.  
Advancement opportunities available.

Apply in person:

Goodwill Outlet  
Transportation Dept.  
8300 SE McLoughlin



Equal Opportunity Employer  
We Honor Diversity

**Early Head Start Teachers & Assistant Teachers -FT.**

Responsible for planning and implementing a developmentally appropriate curriculum for Head Start children ages six-(6) weeks to three-(3) years. All candidates must pass criminal record check, have current First Aid/CPR, current physical and negative Tb test, and current Food Handlers cards.

**Teachers:** Must have BA in ECE/Related Field or AA in ECE plus three (3) years serving as a lead teacher or supervisor. \$31,474.00 year, with benefits.

**Assistant Teachers:** Must have AA in ECE or CDA and three-year experience working with infants and toddlers. \$25,781.00 year, with benefits.

Applications available at: Albina Head Start 3417 NE 7<sup>th</sup> Avenue. Closing date 7/23/04.

Advertise with diversity in  
The Portland Observer

Call 503-288-0033

[classifieds@portlandobserver.com](mailto:classifieds@portlandobserver.com)

[ads@portlandobserver.com](http://ads@portlandobserver.com)

**PUBLIC NOTICE**

The City of Portland proposes to amend its Consolidated Plan Action Plan 2004-05 as follows:

A. The Action Plan 2004-05 established a pool of \$1,491,592 Community Development Block Grant (CDBG) funds for Portland's new Economic Opportunity Initiative (EOI) in three project categories, Economic Opportunity Initiative-CBDO, Economic Opportunity Initiative-Job Creation and Economic Opportunity Initiative-Microenterprise. The NW Area Foundation has contributed an additional \$300,000, bringing the total funding for the EOI to \$1,791,592. These funds were allocated to the projects listed below through an EOI RFP selection process that included a community panel. The funded projects meet one of four National Objectives: community based development organization (CBDO), special economic development activity (SED), micro-enterprise development (MED) or Administration and Planning (PL). All program participants will have incomes at or below 50% of area median income. The first year project contracts will be for 10 months beginning 9/1/04. Committed employers are private companies that have agreed to hire project graduates. \$54,000 of EOI funds was reserved for technical assistance to the funded projects. The funded projects are:

1. Central City Concern: Employment, support services and training for homeless persons. Downtown, CBDO (\$56,516).
2. Housing Authority of Portland: Construction skills training and job placement for N Portland and Public Housing residents with committed employers or apprenticeship programs. Citywide, SED (\$51,977)
3. New Avenues for Youth: Job training, support services and placement for homeless youth with their Ben & Jerry's outlet or another committed employer. Downtown, SED (\$94,962)
4. Open Meadow: Office skills training and support services for high-risk youth with job placement at Standard Insurance and other committed employers. N/NE, SED (\$78,312)
5. Portland Youthbuilders: Job placement, support services and follow-up support for recent Youthbuild graduates with committed employers. Citywide, SED (\$66,640)
6. International Refugee Center of Oregon: Job training/ESL and support services for immigrants and job placement with multiple committed employers. Citywide, SED (\$79,135)
7. Oregon Tradeswomen: Training and supported apprenticeships in construction skills for women with support services and job placement assistance. Citywide, CBDO (\$70,805)
8. Housing Development Center: Small contractor support program for minorities and women, including construction business skills training and mentoring. N/NE, MED (\$41,650)
9. Neighborhood Pride Team - Trillium Artisans: Joint marketing and other business activities for a cooperative of artists working with recycled materials. Outer SE, MED (\$49,980)
10. ROSE CDC: Recruit, train, and place unemployed residents of Southeast Portland in the sheet metal trade. Outer SE, CBDO (\$44,718)
11. Early Headstart/Child Care Improvement Project: Micro-enterprise development, childcare improvement training, parent scholarships and joint business services for home based child care providers. Early Head Start service boundaries, Citywide, CBDO (\$145,775)
12. PSU Small Business Outreach: Mentoring and training for micro-enterprises. N/NE, MED (\$79,135)
13. Hispanic Chamber of Commerce: Training and family support services for Hispanic micro-entrepreneurs. Citywide, MED (\$112,455)
14. Mercy Corps: Micro-enterprise training, coaching, and access to loans and Individual Development Accounts for immigrant, disabled, Native American and Hispanic micro-entrepreneurs. Citywide, MED (\$133,280)
15. SE Works: Workforce training, support and placement services for residents of low-income housing or homeless shelters. Inner and Outer SE, CBDO; (\$83,300)
16. ONABEN: Micro-enterprise development training and support tailored to the Portland Native American Community. Citywide, MED (\$45,815)
17. POIC: Job training and support services for high-risk youth and placement with committed employers in the coffee industry. N/NE, SED (\$70,805)
18. SE Works: Basic skills training to bring participants up to the standards set by a consortium of manufacturing employers. SE, CBDO (\$70,805)
19. OAME: Micro-enterprise training and life skills development program for new or struggling businesses. N/NE, MED (\$62,475)
20. SE Works/Ex-Offender Community Reintegration Project: A collaboration of five organizations to provide comprehensive services to ex-offenders. SE Works will serve as fiscal agent. SE/E, CBDO (\$40,000) (In addition to EOI funds, \$59,000 in HOME rent assistance dollars from FY 2003-04 carryover will support housing for participants.)
21. worksystems, inc.: Small grants for creative services entrepreneurs. Citywide MED (\$20,000)
22. Housing Authority of Portland: Planning grant to develop sustainability plan for the Evening Trades Program. N/NE, PL (\$31,000)
23. Janus Youth Services: Planning to develop a sustainable social enterprise employing high-risk youth. North, PL (\$45,000)
24. ROSE CDC: Identification of barriers to home ownership faced by Lents residents, and planning of a new homeownership initiative in Lents. Outer SE, PL (\$38,000)

For further information or to comment on this proposed amendment, contact Beth Kaye by mail, phone or email at Bureau of Housing and Community Development, 421 SW 6<sup>th</sup>, Suite 1100, Portland, OR 97204, 503-823-2393, [bkaye@cl.portland.or.us](mailto:bkaye@cl.portland.or.us) by **August 31, 2004**.