# CLASSIFIEDS/BIDS

Job Posting form:

Position: Administrative Assistant/ Office Manager needed by nonprofit agency with mission to promote and improve wellness among African Americans living in Oregon through health education, advocacy and research.

Essential Functions: Performs as a receptionist and coordinates administrative activities. Draft, format, produce, and edit wordprocessed documents. Coordinate appointments, meetings, and travel for staff. Generate office supply list. Assist with payroll. Coordinate work requests and track assignments and timelines. Trouble-shoot. Organize files and perform other clerical functions. Assist with coordinating meetings and special events.

communication and writing skills. Three to five years administrative experience. Associates Degree as an integral ingredient in their experience).

Salary Range: commensurate with experience

Excellent benefits including vacation, employee paid retirement, medical, dental, life insurance and opportunities for ongoing professional development. Preference given to qualified persons of color or individuals with experience in working with communities of color. Please send resume, cover letter and application (obtain application online at www.aahcportland.org) to the African American Health Coalition, Inc. Position's open until filled. In your cover letter, please reference Administrative Assistant position

Apply to:

listed above.

African American Health Coalition, Inc. 2800 N Vancouver Avenue Suite 100 Portland, OR 97227 Attn: Human Resources

and describe how your skills

match the specific qualifications

## Senior Management Analyst

The Senior Management Analyst is responsible for designing and conducting solid statistical research that results in policy and procedural recommendations to proactively assist the Portland Police Bureau improve services to the public. Duties include compiling data and providing wellresearched recommendations on internal practices and procedures, based upon best practices and presenting research recommendations effectively both orally and in writing. Additional duties include disseminating research results to internal bureau customers; performing strong quantitative and qualitative research and working as a manager on projects. The Senior Management Analyst is expected to carry out his or her individual responsibilities with initiative, independence and creativity while exercising sound professional judgment and problem-solving skills.

Approximate Monthly Salary Range: \$4,763 - \$6,359

Application deadline is 4:30PM. Monday, September 11, 2006.

To learn more about this position, or to apply online, visit our website at www.ci.portland.or.us/jobs/ or pickup an application at 1120 SW 5th Ave. Portland, Oregon 97204

EXTENDED DAY COORD@Buckman SUN School .50 FTE w/ben; \$11.96 to \$13.67/hr. AA or equiv; min 2 yrs exp coord volunteer activities. Good communication skills. Assist SUN Site Supvr. Send resume, cover letter and online app. (www.portlandimpact.org) to Portland Impact, Attn. HR BLM, 7211 SE 62<sup>nd</sup> Ave, Portland, OR 97206. EOE



**PARKING FACILITY Operator** Immediate full and part-time openings. Seeking dependable, well-groomed, positive individuals. \$8.50 + starting wage Overtime/advancement potential

Medical & Dental, 401k avail. Drugtest/Backgroundcheck Apply 12:00-1:00PM, Mon, Wed, Thurs & Fri; 3:00 - 4:00PM Tues. City Center Parking,



As one of the NW's largest foodservice industry distributors. we do much more than deliver Min. Qualifications: Excellent groceries. We pride ourselves on the partnerships we form with our customers and the role we play required; Bachelor's degree success. We are an equal preferred (or equivalent opportunity employer who fully combination of education and and actively supports the hiring and advancement of all people regardless of Race, Color, Religion, Gender, Age, Sexual Orientation, National Origin, or Disability. If you would like to advance your career in the food distribution industry, please visit careers at Portland on-line at www.fsafood.com for our current job openings. Interested applicants may submit a resume on-line or apply in person from 8AM-4PM at:

Food Services of America 350 S. Pacific Highway Woodburn, OR 97071

### **Portland State University** Admissions Counselor

Portland State University is proud to be the largest and most diverse public university in Oregon. Faculty and staff at Portland State enjoy an environment that is recognized for its community involvement, diversity and vibrant urban location.

Portland State University invites applications for the position of Admissions Counselor. Responsibilites include: (1) representing the University to prospective students and the general public through a diverse array of outreach; (2) engaging and interacting with prospective and current students; (3) developing leadership and skills through collaborative work in planning and implementation of recruitment events; (4) other duties as assigned. Minimum The City of Portland is recruiting qualifications include: a Baccalaureate degree; one year of experience in student services at the college level; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability and customer service orientation. Position requires frequent travel, as well as evening and weekend hours.

This position is an unranked academic professional appointment which is renewable and based on a part-time starting FTE of .7. This position will become a .5 FTE sometime within the next two years.

Applications will be reviewed immediately and the position will remain open until finalists are identified. To apply: Submit a letter of interest, resume, onepage customer service philosophy statement and name, address and telephone number of at least three (3) references to:

Office of Admissions, Registration and Records

Portland State University PO Box 751 Portland, OR 97207-0751 Fax: 503-725-5595 E-mail: counsadm@pdx.edu

PSU is an AA/EO institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.



**Utility Maintenance Specialist** -Temporary, Portland Expo Center. Duration: 4 - 6 months, \$18.04/ hour, PT. Deadline: 9/5/06. Performs semi-skilled repair and maintenance tasks, and assists in the set-up and dismantling of shows and exhibits: maintains parking lots and grounds.

Event Custodians, Portland Expo Center. Multiple part-time temporary and part-time regular positions available. Entry pay: \$9.70/hour. Deadline: 9/5/06. Assures that rest rooms, lobbies, open floor spaces and other public/non-public areas are clean, orderly and properly maintained.

To access the complete job announcement and required application materials, visit our website at www.metro-region.org/ jobs or pick up a complete packet at Metro Human Resources, 600 NE Grand Ave., Portland.

AA/EEO Employer



### **WASHINGTON COUNTY**

### **MENTAL HEALTH SERVICES COORDINATOR I**

\$3,403 - \$4,135 / month Closes September 11, 2006

### SENIOR ORACLE FINANCIAL APPLICATION LEAD

\$5,858 - \$7,120 / month Open Continuous

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: 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

## **Asphalt Raker**

Approx hourly salary: \$19.00 at entry, to \$20.42 after 6 months.

qualified candidates for Asphalt Raker, responsible for making repairs on City maintained streets: setting up jobs with proper traffic safety control devices; dumping asphalt, raking to grade, and compacting hot mix using a vibraplate; completing activity records for each job as it is finished; preparing and paving potholes, utility cuts, overlays, base repair, and cold milling projects; spreading tack coat; and operating screws on drag boxes and self-propelled pavers. See complete job announcement for requirements and application at www.ci.portland.or.us/jobs/. Completed applications must be received by 4:30 p.m., Monday, Sept. 11, 2006. City of Portland is an Equal Opportunity Employer.

## TECHNICAL SERVICE REP

Perform repairs and maintenance on our electromechanical office products in Portland. Position also available in San Francisco and Sacramento. Respond to customer requests for repair and perform scheduled maintenance of equipment. Technical Reps are issued a company van as well as all necessary tools and training.

Must have 2-5 years of experience in the service repair of electrical and/or mechanical equipment. Must be able to lift 60 lbs. regularly.

ACCO offers an excellent pay and ben-efit package. For more information or to apply, go to www.accobrands.com. EOE M/F/

# RELIGION

# New Song Shares Catch



PHOTO BY MARK WASHINGTON/THE PORTLAND OBSERVER

**Portland** 

**Voices Benefit** 

Darfur

Local students concerned for

social justice have organized

"Portland Voices for Darfur",

Sunday, Sept. 10 from 7 p.m. to

9 p.m. at Congregation Havurah

The event will include com-

pelling speakers and perfor-

mances from local musicians and

singers to raise money and

awareness for humanitarian re-

lief and advocacy efforts in

Victoria Trabosh will serve as

emcee, and guests include acous-

tic guitarist Stephanie

Schneiderman, reggae and Afri-

can groove group The Million

Voices Band, Celtic-folk duet

George and Heather Penk and

special guest, Sudanese refugee

For more information, visit

worker Jean D'Arc Campbell.

Happy Birthday

Audrev

Washington

from your family

pdxvoicesfordarfur.org.

Itafari Foundation president

Darfur, Sudan.

Shalom, 825 N.W. 18th Ave.

David, Michael and Dustin of New Song Community Church, 2511 N.E. Martin Luther King Jr. Blvd., prepare a delicious meal of Alaskan halibut and cod. The annual "Dinner-on-the-Ground" fish fry, Aug. 20, was a free celebration for neighborhood residents.

## In Loving Memory Derwain Anderson

A memorial service will be held Saturday, Sept. 2 at 11 a.m. died Aug. 23, 2006. at New Hope Missionary Baptist Church for Derwain Gantenbein, between North Fail-"Lapearl" Anderson.

He was born Aug. 9, 1956 and

New Hope is located at 3725 N. ing and North Beech St.

**Executive Management** 

OREGON DEPARTMENT OF TRANSPORTATION (ODOT) **BUILDING CAREERS - BRIDGING THE FUTURE** 

ODOT INVITES YOU TO EXPLORE THE OPPORTUNITY OF THE TRANSPORTATION DEVELOPMENT DIVISION (TDD) ADMINISTRATOR

This is a strategic position within ODOT, working directly with the Agency Director as a member of the Executive Team.

The TDD Administrator exercises leadership and vision in directing efforts to develop an efficient, safe transportation system that enhances Oregon's economic competitiveness and livability.

The Agency is seeking a dynamic professional with a proven track record of strategic policy-making and the ability to develop and support a creative and innovative environment.

The annualized equivalent of the monthly salary range extends from \$70,536 to a negotiable current maximum of \$103,884 based upon qualifications, skills, and experience.

Please visit the ODOT website for additional information about this exciting opportunity, including application instructions and a full position description.

## Log on to www.odotjobs.com - Search for Announcement #OCDT6304

This position is considered open until filled; however, the application screening process is expected to begin on or about September 12, 2006. Materials received after 5:00 pm (Pacific Time) on September 12, 2006 may not receive consideration at the Agency's

Oregon's Transportation Department is an Equal Employment Opportunity/Affirmative Action employer. We value a well-trained, diverse workforce as a strategic advantage in serving our customers and stakeholders.

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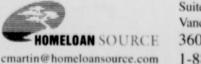
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222 N.E. Park Plaza Dr. Suite 115 Vancouver, WA 98684 360-823-1441 1-888-849-0588



### Please send letter of interest and resume by September 8, 2006 to: **Human Resources** 31224 E. Historic Columbia River

Highway Troutdale, OR 97060

PARENT ENGAGEMENT COORD

@Whitman Elem .80 FTE for 11

mos. w/ben; \$11.96-\$13.67/hr.

AA or equiv; min 2 yrs exp in

volunteer mgt., social work.

Computer skills. Bilingual Span/

Eng required. Send resume, cover

letter and online app.

(www.portlandimpact.org) to

Portland Impact, Attn. HR BLM.

7211 SE 62<sup>nd</sup> Ave, Portland, OR

**Academic Teacher, Part-time** 

Candidate is responsible for

academic instruction to young

adults in an employment training

program and must have the ability

to teach multiple levels of math,

from basic math to pre-GED math.

Instructional experience with

algebra preferred. Must have a

bachelor's degree and State of

Oregon Teaching Certification with

one year instructional experience

97206. EOE.

(\$15.38 per hour)

As an affirmative action employer, we are seeking qualified minority, female, veteran and disable applicants; however, all qualified applicants will be considered.

Home Office, Bloomington, Illinois 61710



Michael E Harper

michael.harper.cuik@statefarm.com

