

CLASSIFIEDS

Administrative Assistant III

COMMUNITY-BASED ORG. SEEKING DETAILED, ORGANIZED ADMIN. SPECIALIST 3. MIN. 5 YRS EXP. PROVIDING ADMIN. SUPPORT TO EXECUTIVE LEVEL STAFF. SKILLS: EXCELENT TYPING, PROFICIENCY MS-OFFICE, ABILITY UPDATE WEBPAGE. PHOTOSHOP SKILLS A PLUS. EXPERIENCE WORKING WITH COMMUNITIES OF COLOR DESIRED. SALARY BASED ON EXPERIENCE. Please send resume and agency application, downloaded on-line: www.aahc-portland.org. No phone calls.

CLARK COLLEGE

Clark College is accepting applications for a **Program Coordinator** to coordinate the operation of the Worker Retraining and Adult High School Diploma programs. Salary is \$2,358/month. Closing date is 5 p.m., December 22, 2006. For complete position description, requirements, and to apply, access our website at www.clark.edu/jobs or contact Clark College Human Resources, 1800 E. McLoughlin Blvd., Vancouver, WA 98663 (360) 992-2105 (JOBLINE (360) 992-2836. Hearing impaired (360) 992-2317]. AA/EEO employer.

Portland Development Commission The Urban Renewal Agency for the City of Portland, Oregon

Portland is internationally recognized for its quality of life, distinctive neighborhoods, and robust transit system. Playing a key role in keeping Portland, Oregon, one of America's most livable cities is the Portland Development Commission's mission. PDC is the City's urban renewal agency, charged with bringing together resources to achieve Portland's vision. We're currently looking for qualified individuals to complement our workforce for the following positions:

- Senior Project Coordinator or Project Coordinator-Development
- Project Management Division Manager
- Public Affairs Manager
- Chief Financial Officer
- Senior Payroll/Accounting Specialist
- Senior Project Coordinator
- Senior Project/Program Specialist
- Economic Development Director
- Performance Measurement Program Manager

We offer a generous host of benefits as part of our efforts to keep PDC a positive, healthy and productive place to work. PDC values diversity in its work force and is committed to

Equal Employment Opportunity and Affirmative Action.

Apply online at www.pdc.us/jobs
Portland Development Commission, 222 NW 5th Ave., Portland, OR 97209
Jobline: 503.823.3463



METRO

Set-up Custodian, Oregon Convention Center. \$12.99 - \$14.63/hr. FT. Deadline: 12/27/06. Performs entry level clean up and set-up tasks.

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

LEGAL NOTICES



Need to publish a court document or notice? Need an affidavit of publication quickly and efficiently? Please fax or e-mail your notice for a free price quote!

Fax: 503-288-0015
e-mail: classfieds@portlandobserver.com
The Portland Observer

The Safe Place for Children & Families:

- Head Teacher
- Teacher

The Safe Place for Children & Families is a school year, full day program for infants and toddlers in conjunction with Parkrose School District Teen Parent Program and serves children from 6 weeks to 3 years old. Daycare Center hours are Monday thru Friday, 7:00 a.m. to 4:00 p.m. We offer competitive pay and benefits and an exciting environment!

2-3 years of experience working with infants and toddlers. A bachelor degree or AA degree in Early Childhood Education or Child Development, with minimum of six semester or equivalent quarter hours specifically related to infants and toddlers group care. State or national recognized credentials, Level 3 in the Professional Development Registry, or appropriate education and teaching experience as required by state certification board for day care centers may be accepted in lieu of formal education. Preference will be given to those with experience working in "Faith Based" programs. Specific licensing requirements are: Negative tuberculosis screen, Hepatitis B Vaccination, First Aid certification, Child & Infant CPR certification, Food Handler's card. Must pass criminal background check and drug screen test. Bi-lingual skills, particularly Spanish, a plus!

Please pick up an employment application at 5131 NE 23rd Avenue, Portland OR, 97211, Monday through Friday, between the hours of 9 a.m. and 12 noon. You may also request an employment application be sent via email by submitting an email request to cmashia@aol.com or you may contact The Safe Place office at 503-249-3900. Applications may be dropped off at the location and times listed above, mailed to PO Box 11306, Portland, OR 97211, faxed to 503-284-5457, or emailed to cmashia@aol.com. Deadline for submission is Friday, December 1, 2006.

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The Portland Observer

Staff Assistant-Clerical Multnomah County Commissioner-elect Jeff Cogen's Staff

Salary: \$28,000-\$32,000 annually

Are you passionate about serving the public? Driven to improve your community? Multnomah County Commissioner-elect Jeff Cogen is seeking applicants for a Staff Assistant-Clerical. Interact with constituents, government and elected officials, community organizations and community members while you serve perform general administrative support duties. Serve as primary general office and constituent contact, develop and implement policy and assist in research and writing of Commissioner's communications, including the newsletter and web page.

If you are self-directed, optimistic, self-starting, results-oriented, take-charge, flexible, and a team player, please visit our website at www.multcojobs.org or call (503) 988-5035. Apply for job # 9400-07 by 12/22/06

Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer

Communication & Project Manager Multnomah County Commissioner-elect Jeff Cogen's Staff

Salary: \$38,000-42,000 annually

Are you passionate about serving the public? Driven to improve your community? Multnomah County Commissioner-elect Jeff Cogen is seeking applicants for a Communication & Project Manager. Be a part of building community relationships and outreach to underrepresented populations. Collaborate with a wide range of your community.

If you are self-directed, optimistic, self-starting, results-oriented, take-charge, flexible, and a team player, please visit our website at www.multcojobs.org or call (503) 988-5035. Apply for job # 9400-06 by 12/22/06.

Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer

To Place Your Classified Advertisement

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Phone: 503-288-0033
Fax: 503-288-0015

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