

CLASSIFIED / BID

Program Coordinator - University of Oregon

University Housing at the University of Oregon is now accepting applications for a Program Coordinator position. This is a full-time, live-in, 12-month, Officer of Administration position. The starting date for the position is flexible from July 1, 2007.

The Program Coordinator is a contact for program coordination in the halls and on campus targeted at residence hall students. The Program Coordinator is responsible for community development efforts in the residence halls, for ensuring the quality of programs and initiatives, and for ensuring programmatic efforts support the academic mission of the institution. The Program Coordinator will be involved in various areas of the department to help facilitate community development in different areas of the residence life operation. Specific responsibilities include managing the programming resource office, administering the programming database and generating reports, participation in departmental and campus-wide programming committees, assisting in working with faculty members and living-learning initiatives, and working with diversity initiatives. General responsibilities include participation on departmental committees and assisting with staff selection and training. The successful candidate should exhibit a commitment to work with a diverse student population, to creating a culturally inclusive living community, and should demonstrate the ability to work effectively with students, parents, co-workers, supervisors, department staff, and University staff from diverse backgrounds. The Program Coordinator reports to Assistant Director(s) of Residence Life and serves as member of the professional staff in the Residence Life Department and University Housing. Position requires a bachelor's degree and previous residence life leadership experience. Preferred qualifications include experience as a Resident Assistant or Residence Hall Association Executive Board member. Salary ranges from \$25,000 - \$27,000 plus a furnished apartment, full board during the time the halls are open, and Officer of Administration benefits, including medical insurance, retirement, and reduced tuition. For complete listing, please visit <http://hr.uoregon.edu/employment>, or call (541) 346-3159, TTY (541) 346-0852. To apply, please send resume, cover letter, and list of three references to Drew Morgan, University Housing, 1220 University of Oregon, Eugene, OR 97403. Applications accepted until position is filled, with priority given to applications arriving on or before May 1, 2007. Review will begin on May 1, 2007. Call (541) 346-9091 with questions or email drewm@uoregon.edu. EO/AA/ADA institution committed to cultural diversity.

Assistant Complex Director - University of Oregon

University Housing at the University of Oregon is now accepting applications for an Assistant Complex Director. This is a full-time, live-in, 12-month, Officer of Administration position. The starting date for the position is flexible from July 1, 2007.

Responsible for assisting the Complex Director with the overall administration of a residence hall complex consisting of 400-800 residents, including assisting with the supervision of 10-20 residence life student staff, hearing conduct cases, and providing community development, administrative, and student organization advising support. Other responsibilities include overseeing student staff programming and community development in each of the halls. The successful candidate should exhibit a commitment to work with a diverse student population, create a culturally-inclusive living community and demonstrate the ability to work effectively with students, parents, co-workers, supervisor, department staff, and University staff from diverse backgrounds. The Assistant Complex Director reports to the Complex Director for their assigned complex. Position requires a bachelor's degree, demonstrated knowledge of student affairs and housing, and one to two years of group living experience. Salary ranges from \$25,000 - \$27,000 plus a furnished apartment, full board during the time the halls are open, and Officer of Administration benefits, including medical insurance, retirement, and reduced tuition. For complete listing, please visit <http://hr.uoregon.edu/employment>, or call (541) 346-3159, TTY (541) 346-0852. To apply, please send resume, cover letter, and list of three references to Drew Morgan, University Housing, 1220 University of Oregon, Eugene, OR 97403. Applications accepted until position is filled, with priority given to applications arriving on or before May 1, 2007. Review will begin on May 1, 2007. Call (541) 346-9091 with questions or email drewm@uoregon.edu. EO/AA/ADA institution committed to cultural diversity.

REQUEST FOR PROFESSIONAL SERVICES

The University of Oregon is soliciting qualifications from architectural firms interested in providing design and construction administration services for an Alumni Center on the University of Oregon campus in Eugene, Oregon.

Briefly, the work as currently envisioned consists of an approximately 50,000 gross-square-foot building to house functions of the UO's Alumni Association, Development Office, and Foundation and to provide social spaces and meeting rooms that foster a welcoming impression for alumni and the university community.

Firms may obtain the Request for Qualifications by registering electronically at the following web address:

<http://uplan.uoregon.edu/AlumRFQ.html>

or may phone or write to:

University Planning Office
1276 University of Oregon
Eugene, OR 97403-1276
Telephone: (541) 346-5562

Submissions of qualifications must be received in the University Planning Office by 4:00 P.M. PDT, Wednesday, May 2, 2007.

The University of Oregon is an Affirmative Action/Equal Opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

HIRE ON BONUS Certified Nurses Aide

Fernhill Estates recently just received a deficiency free survey and would like to find a wonderful C.N.A. to join our team. We are adding staff. If you are a C.N.A. with a current OSBN and can a criminal history clearance and looking to work in a fun environment. Please apply in person at 5737 NE 37th Street, Portland, OR 97211.

Education and Outreach Program Specialist

Non-profit agency
Full time (40 hours per week)-
limited duration position
(5/1/07-5/31/08)

The Fair Housing Council of Oregon is currently seeking a Program Assistant to support the work of the Education and Outreach (E & O) staff; conduct outreach by phone, email, and in person about fair housing rights and responsibilities, as well as educate the public about FHCO services. The Program Assistant will interact regularly with housing providers (including, but not limited to landlords, housing managers, property investors, real estate sales industry personnel, and lending industry personnel), housing advocates, social service providers, and housing consumers who are members of targeted communities throughout Oregon and southwest Washington. S/he performs information and database management as well as statistical and case tracking documentation and reporting. A full position description is available at <http://www.fhco.org/whatsnew.htm>. No phone calls, please.

Please submit a current resume via fax (503-223-3396) or email (information@fhco.org). Closing date for applications is 4/20/07.

Substitute Teacher (\$14.65 - \$18.32 per hour)

Academic substitute teachers needed. Subject areas include mathematics, reading, GED, and a variety of vocational trades. Must possess a bachelor's degree and valid State of Oregon Teaching Certification, or be able to obtain one if certified in another State.

Please submit a resume and cover letter of interest to:

Springdale Job Corps Center
Attn: Human Resources
31224 E. Historic Columbia River Highway
Troutdale, OR 97060

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

Non-profit seeks ¼ time Resident Services Manager for homeownership, parent and youth related activities and workshops. Develops community resource connections for residents. Bachelor's degree (desired), 2-3 yrs. experience, commitment to working with minority populations. Contact allyson@pcrhome.org for job description. Send resume & cover to allyson@pcrhome.org by 4/16; or PCRI, 6329 NE MLK, Portland, OR 97211. NO CALLS.

ADVERTISEMENT FOR BIDS

SCATTERED SITE RENOVATIONS (REBID)

Sealed bids from general contractors will be received at the Housing Authority of Portland (HAP), by Jerry Walker on the 5th Floor, Metolius Conference Room, 135 SW Ash St. Portland, Oregon 97204, until **2:00 pm, Thursday April 27, 2007** for labor and materials for work at three (3) single family homes in North East Portland. Shortly thereafter, bids will be opened and publicly read. **The First Tier Subcontractor List, HAP-421, must be received by 4:00 p.m. the same day at the same address.** No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.

The basic work consists of: carpentry, painting, cabinetry, electrical, plumbing and site work as detailed for each location.

Bid Documents are available at the HAP Office noted above. A \$20 deposit for one set and \$10 for each additional set is refundable when documents are returned within 10 days after bid opening. There will be no charge for those returning bid documents from the first invitation to bid.

Attendance of bidders is **mandatory** at a **pre-bid tour** of the sites. This meeting will begin at 135 SW Ash Street, in the 5th floor conference room at **9:00 am, April 16, 2007**. Questions posed during the tour, not addressed in the documents, will be answered by addendum. **The mandatory prebid attendance requirement is waived for those contractors who had attended the prebid meetings held on March 13, 2007 and March 19, 2007.**

No bid will be considered unless it contains a statement by the bidder as a part of the bid that the provisions of ORS 279c800 to 279c870, regarding the payment of prevailing wage rate on a public works projects over \$50,000 are to be complied with.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to Amha Hazen at 503.802.8517.



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/Background check
Apply 12:00-1:00PM,
Mon, Wed, Thurs & Fri;
3:00 - 4:00PM Tues.
City Center Parking,
130 SW Stark, Portland.

STAR PARK

Star Park is looking for individuals with excellent customer service skills and a positive attitude to join our team of parking facility operators. Positions include: Attendant, Traffic Director, Cashier, and Valet, with Opportunity for advancement. No experience necessary, must be dependable.

8.50+/hr, medical, dental, 401k w/match, sick & vacation pay.

610 SW Alder Street Suite 1221
Portland, OR 97205

www.star-park.com

Social Services

Ext Day Coordinator I: 20 hrs w/ben; \$11.96-\$13.67 hr. AA/ equiv; 2 yrs exp in human serv. including volunteer mngt, excellent coordination and communication skills. Email online application (www.portlandimpact.org) and resume to: "hr-jobs@portlandimpact.org" No phone calls please. EOE.

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page:

www.portlandonline.com/omf/purchasing



City of Portland
Bureau of Purchases

1120 SW Fifth Ave, Room 750, Portland OR 97204
503-823-6855

Police Crime Analyst

The Portland Police Bureau seeks a person responsible for compiling, maintaining, analyzing, tracking and integrating crime information. Duties and responsibilities include determining patterns and trends. The applicant must be able to set up equipment, conduct trainings, and make presentations to small and large audiences. The successful applicant must pass a background investigation. Full-time. Approximate monthly salary \$4,534-\$6,047. Apply at: www.ci.portland.or.us/jobs/. Deadline: 4:30pm, 5/14/07. Equal opportunity employer.

Safety/Unarmed Security Officer, On-Call (\$8.72 - \$10.90 per hour)

Young adult vocation training school needs on-call staff to perform duties involving guard, patrol and transportation. Applicants are required to have a minimum high school diploma and one year experience preferably with an organized police security department or fire fighting organization. Applicant must have a valid current driver's license from their state of residence.

Please send letter of interest and resume to:

Springdale Job Corps Center
Attn: Human Resources

31224 E. Historic Columbia River Highway
Troutdale, OR 97060

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

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!

MERCHANDISER To service General Merchandise Program in 5 supermarkets in Downtown Portland, St. Johns, Jantzen Beach & MLK Blvd. Must live in area. Flex AM hrs M-F, PT Perm, Approx 10 hrs WK. Hrly Rate, Pd Training. 800-216-7909-x795 www.ataretail.com "Great Supplement Income"

The Area 1 Inside Electrical JATC an equal opportunity apprenticeship and training program will open for applications during the following dates and times; April 30th May 1, 2, 3, 4, 7, 8, 9, 10, 11th, 2007 from 9:00 AM to 3:00 PM
6915 NE 42nd Avenue Portland, OR 97218

Applications must be filled out in person.

For more information about program requirements please visit our web page at www.area1jtc.com or call 503-459-4056

Women and Minorities are strongly encouraged to apply.

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



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classifieds@portlandobserver.com
The Portland Observer

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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 Budget Analyst
Associate Project/Program Coordinator-Housing
Senior Project/Program Coordinator-Housing
HRIS/Benefits Specialist
Operations Manager-Housing

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

Skanska Request for Proposals

Project: Battle Ground School District 2nd K thru 8 Campus
Skanska Estimator: **Todd Miller 503-207-2523**
Additional Info: Three Buildings totaling approximately 120,000 sf. plus associated parking and athletic fields.
Skanska USA Building, Inc. requests proposals from all trades for the construction of the Battle Ground School District 2nd K thru 8 Campus. Contact Todd Miller at 503-207-2523 or todd.miller@skanskausa.com for information on obtaining bid documents. Proposals shall be received at the Beaverton office of Skanska USA Building, Inc. by 2:00pm April 19, 2007. Proposals can be faxed to (503) 643-0646, attn. Todd Miller. Prevailing wage requirements apply. For information on how to obtain Bonding, Insurance, or lines of credit, contact Allied Insurance at (510) 578-2000 or Skanska USA Building, Inc. Skanska is an equal opportunity employer and actively requests bids from Minority, Women, Disadvantaged, and Emerging Small Business Enterprises.