

CLASSIFIEDS/BIDS

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Health & Wellness Secretary Troutdale, Oregon \$12.08 per hour + Benefits

Academic/vocational training program serving young adults ages 16-24 years is seeking a full time Secretary to perform a variety of specialized clerical functions in the Health & Wellness Department. Essential duties include maintaining student medical records, coordinating appointments, and helping to facilitate the smooth operation of the department. Functions include answering the phone, preparing correspondence, maintaining supply inventory, and assisting in all areas of the wellness clinic as directed by the Health and Wellness Manager. Other duties as assigned.

High school diploma or equivalent and two years related experience and/or training, or equivalent combination of education and experience required. Experience in a medical environment preferred. Must be computer literate, have excellent written and oral communication skills, and type a minimum of 40 words per minute. Experience with Excel preferred. Valid driver's license in state of residence with acceptable driving record required.

Qualified applicants may apply online at www.chugachjobs.com. Position is open until filled.

We are an Equal Opportunity Employer!

Academic Teacher Needed! Troutdale, Oregon \$34,091.20-\$41,652.00 Annually

Dynamic Math Teacher needed to provide classroom instruction to young adults, 16 to 24 years of age, in a High School program which also focuses on career technical education. The successful candidate will have the ability to teach multiple levels of Math and to implement innovative teaching methods. A proven track record of engaging and motivating young people is required. Candidate should possess strong organizational skills. Must have a valid Oregon Teaching Certification. Math endorsement and one year instructional experience preferred. Complete benefits package available.

Qualified candidates may submit resume and cover letter of interest by email at

sd-hr@live.com, fax (503) 695-2248 or mail: Springdale Job Corps Center, Attn: Human Resources, 31224 E. Historic Columbia River Highway, Troutdale, OR 97060.

All responses must be received no later than Friday, May 21, 2010.

We are an Equal Opportunity Employer!

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portlandobserver.com

The OSU Office of Human Resources is recruiting for two **Human Resources Consultant 1** positions to work in the Agricultural Sciences and Marine Sciences Business Center (AMBC). Full-time, 12-month fixed-term positions. See full announcement for minimum qualifications and application requirements at <http://oregonstate.edu/jobs>. Posting #0005610. Closing date May 14, 2010. OSU is an AA/EOE, and has a policy of being responsive to dual-career needs.

Portland State UNIVERSITY Major Gift Officer College of Liberal Arts & Sciences - Development Office

The PSU College of Liberal Arts and Sciences seeks a goal oriented and self-motivated major gift fundraiser to join a team building relationships with donors to advance the College's vision of scholarship partnership, access, and community engagement. The Major Gift Officer is expected to focus on major gift fundraising while building strong internal relationships to better recruit, organize, and motivate volunteers capable of making major gifts and connecting the College with others who can make such gifts.

See full description & application instructions at www.pdx.edu/hr under "Employment Opportunities". Electronic applications encouraged to clas-jobs@pdx.edu. PSU is an AA/EO Institution and welcomes applications from diverse candidates & candidates who support diversity.

To Place Your Classified Advertisement

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Sub-Bids Request

**JUNCTION CITY PRISON (ODOC)
JUNCTION CITY, OREGON**

**BID PACKAGE NUMBER THREE
FENCING, SITE CLEARING, GRADING, NEW WELL CONSTRUCTION,
AND WETLAND MITIGATION**

BID DATE: MAY 19, 2010 AT 2:00 P.M.



**J. E. Dunn Construction Company
437 N. Columbia Blvd.
PORTLAND, OREGON 97217**

PHONE: (503) 978-0800 FAX: (503) 978-1031 OR CCB #188876
We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
<http://www.jedunn.com/>

Request for Proposals

Homeowner Retention Support in North and Northeast Portland

The Portland Housing Bureau seeks a community-based organization(s) with services in North or Northeast Portland to provide direct outreach and support to low and moderate-income homeowners who are at risk of losing their homes. The goal is to help low-income senior citizen homeowners in N/NE Portland retain both their homes and equity interest.



Portland Housing Bureau
Total funding available is \$120,000. Deadline for RFP submission is May 28, 2010.

Apply today: <http://portlandoregon.gov/PHB/RFP>

POSITION ANNOUNCEMENT: #10117 FULL-TIME PLANNING ASSOCIATE CAMPUS PLANNING AND REAL ESTATE UNIVERSITY OF OREGON

The University of Oregon at Eugene invites applications for the position of Planning Associate in the Campus Planning and Real Estate office. This position manages projects as the university's primary representative through the design phase, which includes but is not limited to: establishing the design process and identifying the participants; researching and assembling background materials and site-specific design information; working with user groups to describe and document program needs, formulate site responses and constraints, and establish guiding policies needed to inform the design process; managing the process of selecting design consultants; serving as the central point of contact for project participants (users, architects, university administrators, and OUS); creating and managing project budgets until the start of construction; and presenting materials to the Campus Planning Committee for its recommendations to the President; and authoring planning documents undertaken by the office.

The University of Oregon is committed to creating a more inclusive and diverse institution and seeks candidates with demonstrated potential to contribute positively to its diverse community.

The position requires a professional degree in Architecture, Landscape Architecture or related field, and one or more years of professional experience in architectural or landscape design, campus planning, or public process design issues. For full position announcement/job description and submission information, go to <http://hr.uoregon.edu/jobs/> and click on Administrative Jobs.

The position is open effective July 1, 2010 and will be filled on a renewable 12-month basis as an officer of administration. Annual salary range is \$50,000 to \$55,000 with excellent benefits.

Send materials—cover letter explaining your interest in this position; current resume; and names, addresses, and telephone numbers of three current references—to Search Committee, Campus Planning and Real Estate, 1276 University of Oregon, Eugene, OR 97403-1276. To assure full consideration, applications must be received by **4:30 P.M. PDT, May 24, 2010**, but position will remain open until filled.

EO/AA/ADA institution committed to cultural diversity