



United Way of the Columbia-Willamette is seeking self-motivated, enthusiastic, and flexible individuals for several temporary, full-time **Community Account Manager** positions for its fall 2010 campaign. Make a difference in our community by raising funds for health and human service programs. Compensation of \$500/week plus business-related expenses. Timeframe: 8/9/10 through 12/10/10. Position closes 6/27/10. Invitations to interview will be extended the week of 6/28. Additional Info: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #600. An Equal Opportunity Employer.



United Way of the Columbia-Willamette has an immediate opening for a temporary **Administrative Assistant** to provide administrative, clerical, and technical support to United Way's Workplace Giving staff, Loaned Executives, and Community Account Managers. For additional information: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #200. Position closes 6/27/10. An Equal Opportunity Employer.



United Way of the Columbia-Willamette is seeking committed, highly skilled, and motivated individuals for temporary, full-time and part-time **Community Speaker** positions for its fall 2010 campaign. Work with others to raise funds for health and human service programs. Compensation of \$500/week (prorated for part-time) plus business-related expenses. Timeframe: 8/9/10 through 11/12/10. Invitations to interview will be extended the week of 6/28. Additional info: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #500. Position closes 6/27/10.



United Way of the Columbia-Willamette has an immediate opening for a **Director-Diversity and Inclusion**. Effectively coordinate and guide all efforts to define, understand, assess, foster, and cultivate diversity and inclusiveness as fundamental organizational resources. Additional info: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #300. Position closes 6/27/10. An Equal Opportunity Employer.



United Way of the Columbia-Willamette has an opening for a full-time, temporary **Campaign Clerk** to support the 2010 fund-raising effort by unpacking and storing campaign materials, fulfilling campaign supply orders, organizing and maintaining the supply room, tracking inventory of materials, and providing clerical assistance. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #100. Position closes 6/27/10. Additional info: www.unitedway-pdx.org.

Portland YouthBuilders, as part of the Green Career Initiative, is now offering a special **job training opportunity**. The program is a 12 week pre-apprenticeship training in which participants gain hands-on experience in the building trades and receive career coaching. The program is for high school graduates ages 18-25 who live in zip code 97218, 97220, or 97233. Interested applicants should call 503-286-9350 x254 to apply today!

We will be having an open house and information session about this program on June 15th at 10AM or June 17th at 2PM.



METRO

Park Ranger, Entry rate: \$18.68/hr, FT. Deadline: 6/23/10.

Administrative Specialist III, \$16.83 - \$22.53/hr, FT. Deadline: 6/24/10.

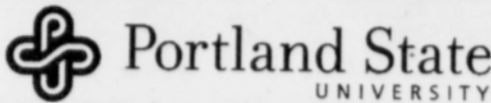
Receptionist, \$13.87 - \$18.54/hr, PT. Deadline: 6/22/10.

Metro Store Associate, \$14.55 - \$19.45/hr, PT. Deadline 6/22/10.

To access the complete job announcement and required application materials, visit www.oregonmetro.gov/jobs, or pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland

AA/EEO Employer

Advertise with diversity in
The Portland Observer
Call 503-288-0033



Portland State University
Department Administrator - Fariborz Maseeh Department of Mathematics and Statistics (5/27/10)

Position Summary

Responsible for the management and administrative functioning of the Fariborz Maseeh Department of Mathematics and Statistics. Supervises office staff. Monitors Department budget. Reports directly to the Department Chair. Performs duties assigned by Department Chair and departmental faculty as needed. More detailed information can be found at <http://www.mth.pdx.edu/employment/>

Required Qualifications

- BA/BS (MS/MA preferred).
- Excellent computer skills.
- Proficiency in MS Office suite, especially Excel.
- Supervisory experience (2 years minimum).
- Budget monitoring and financial management and accounting experience (2 years minimum).
- Familiarity with Banner software - preferred
- Strong interpersonal and communication skills (oral and written).
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to make decisions regarding the implementation of plans and procedures.
- Demonstrated ability to manage deadlines and deal with multiple tasks and priorities.
- Successful completion of a background check.

Compensation

The starting annual salary rate for this position will be between \$35,568 - \$57,828, depending on experience, with an excellent benefits package, including fully paid health care, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependents at any of the Oregon University System schools.

To Apply

Email cover letter and resume (PDF documents only) to mcleodc@pdx.edu. Review of applications will begin immediately and continue until finalists are identified.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes

applications from diverse candidates and candidates who support diversity

CLASSIFIEDS/BIDS



United Way of the Columbia-Willamette has an immediate opening for a **Web Marketing Manager** (part-time - 20 hours per week). Research, develop, integrate, and maintain interactive marketing strategies, including the web site and social networking efforts. Additional info: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #700. Position closes 6/27/10. An Equal Opportunity Employer.



United Way of the Columbia-Willamette has an immediate opening for a **Web Marketing Manager** (part-time - 20 hours per week). Research, develop, integrate, and maintain interactive marketing strategies, including the web site and social networking efforts. Additional info: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Reference Job #700. Position closes 6/27/10. An Equal Opportunity Employer.

Sub-Bids Request

THE OREGON ZOO VETERINARY MEDICAL CENTER PORTLAND, OREGON

BID DATE: JUNE 30, 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/>

ADVERTISEMENT FOR BIDS

Masonry Restoration & Cleaning at Holgate House Apartments
JOB NO. RFB 06/10-106

Sealed bids will be received at the Housing Authority of Portland (HAP), 135 SW Ash Street, Portland, Oregon 97204, 5th floor Metolius Conference Room, until **2:00 pm, Tuesday, July 6, 2010**. 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.** No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.

Holgate House Apartments is a five-story reinforced brick masonry building built in 1971. The basic work consists of concrete and masonry restoration repair which includes repointing of deteriorated mortar joints, replacement of spalled brick units, hot water power washing of all concrete and masonry surfaces, joint sealants, minor painting, and application of water repellent sealer over all brick and concrete surfaces.

Bid Documents are available at Ford Graphics, 401 NW 14th Avenue, Portland, OR. 97209, phone: (503) 548-9645, www.fordgraphics.com. A \$50 deposit for one set and \$20 (twenty) for each additional set is refundable when documents are returned within 10 days after bid opening.

Attendance of bidders is recommended at a **pre-bid tour** of the project commencing at Holgate House Apartments, 4601 SE 39th, Portland, OR. 97202 at **10:00 am, Tuesday, June 22, 2010**. Questions posed during the tour, not addressed in the documents, will be answered by addendum.

HAP has an aspirational goal of 20% of DBE/MBE/WBE/ESB participation in the execution of this project. Therefore, non-D/M/W/ESB prime contractors will be required to submit proof showing that good faith efforts have been made to contract with D/M/W/ESB subcontractors.

This contract is for a public work subject to the Davis-Bacon prevailing wage decision. Prevailing wage rates shall apply to this project.

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 Cinna'Mon Williams at 503-802-8533.

HOUSING AUTHORITY OF PORTLAND

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

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