

Small business classes in Portland

ONABEN will offer the following classes in Portland pertaining to tribal member owned businesses:

YOU & YOUR BUSINESS IDEA— April 2 from 6:30 to 9:30 p.m. This short class focuses on helping you understand the requirements for success. You will discover the benefits and obligations of business ownership and uncover your personal goals. This class lays the foundation for *Starting A Successful Business*. The tuition is \$10.

STARTING A SUCCESSFUL BUSINESS— April 15 from 6:30 to 9:30 p.m. This class provides the framework for successful business start-up by assisting you in planning and writing a bankable business plan. The class is held weekly for ten weeks. Northwest Indian College credit is available. The tuition is \$100, and provides five college credits through NIC. For more details, call Barbara Lake at Small Business at 879-2476 or 1-800-422-0232.

Hotel General Manager



Spirit Mountain Casino is seeking a Hotel General Manager to join our management team. This position will be directly involved in the planning, design and development of a 100 room hotel to be completed by Fall 1997. The Hotel General Manager will oversee the entire hotel operation, ensuring efficiency and profitability while providing for the comfort and safety of guests and employees. Qualified candidates should possess a BA/BS degree in a related field and 5 years of experience working directly in the hotel/hospitality industry or hotel general manager experienced preferred. If you have supervisory and customer service skills, we would like to hear from you. We offer a fast-paced team environment with an attractive benefit package and competitive salary. Please mail or fax cover letter, resume, and salary requirements to: Spirit Mountain Casino, Attn: Staffing-Hotel General Manager, P.O. Box 39, Grand Ronde, OR 97347. Fax: (503)879-3081.

April Computer Training

MONDAYS from 9 to 11:30 a.m.

April 7, 14, 21, or 28: **Beginning Windows**

TUESDAYS from 9 to 11:30 a.m.

April 1, 15, or 29: **Beginning Word**

April 8 or 22: **Beginning Excel**

WEDNESDAYS from 9 to 11:30 a.m.

April 2, 9, or 30: **Beginning GroupWise**

April 16: **Beginning Power Point**

April 23: **Advanced GroupWise**

THURSDAYS from 9:30 a.m. to noon

April 3: **Introduction of Networks**

April 10: **Web Page Design**

THURSDAYS from 9 to 11:30 a.m.

April 17 or 24: **Power Point for Small Business**

FRIDAYS from 9 to 11:30 a.m.

April 4 or 18: **Beginning Internet**

April 11 or 25: **Print Shop**

FREE to tribal members and staff.

\$10 for non-tribal.

You must pre-register for classes.

Contact Doug Hampton at 879-2484

or Barbara Lake at 879-2476.

Small Business Development is located at
28840 Salmon River Highway in Grand Ronde.

Smoke Signals intern

The staff of *Smoke Signals* will be hiring a high school or college student for a summer position. We are looking for a tribal member with an interest in journalism, graphics, desktop publishing, and/or photography. This is a great chance to gain experience.

Smoke Signals is also looking for contributing writers to cover a variety of events including community, casino, and tribal stories. Please send a writing sample or a letter stating your areas of interest to Tracy Dugan, *Smoke Signals* editor, 9615 Grand Ronde Road, Grand Ronde, OR 97347. Or call her at 879-2254 or 1-800-422-0232, ext. 2254.

Warehouse work

NIKE, Inc. is still accepting applications for Wilsonville warehouse positions. If you have 3 to 6 months of warehouse or related experience, contact Connie Holmes at 1-800-422-0232, ext. 2267 for an application.

Job service for veterans

Attention to all veterans! Did you know that the Oregon Employment Department regularly sends a representative to Grand Ronde to help veterans find work?

John Hudanish, a veterans' representative based at the department's McMinnville office visits Grand Ronde the second and fourth Wednesday of each month from 10:30 a.m. to 4:30 p.m. His office is located in the Depot (TFAP).

John has a lap-top computer which lets him connect with the Oregon Job Bank in Salem. This technology enables him to offer job referrals to just about any location in Oregon. It permits him to register applicants for work, write job orders, and match job-seekers with the jobs they are interested in. John can also discuss a broad range of state and federal benefits available for qualified veterans.

Current job openings are posted weekly at the Community Center and the Depot. John is a Vietnam veteran, and wants to help others find work. Stop in and visit, or call him at (503) 434-7579. This service is free of charge.

RECEPTIONIST

POSITION #: 97-28

DEPARTMENT: Grand Ronde Gaming Commission

CLOSING DATE: Friday, April 11, 1997

High school diploma or the equivalent with one year receptionist, clerical or general office work experience. Employment is contingent upon successful completion of a background investigation.

LICENSING SPECIALIST

POSITION #: 97-29

DEPARTMENT: Grand Ronde Gaming Commission

CLOSING DATE: Friday, April 11, 1997

Minimum of three years of law enforcement experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. General knowledge of investigative techniques and practices; knowledge of criminal procedure and the judicial process; knowledge of the LEDS system and terminology used; and some business/book-keeping experience helpful. Must have the ability to perform specific background checks assigned; ability to establish and maintain effective working relationships with co-workers, outside agencies and businesses; ability to analyze law enforcement intelligence data; ability to effectively communicate orally and prepare clear, concise and accurate reports; and follow verbal and written instructions. Employment is contingent upon successful completion of a background investigation.

EXECUTIVE ASSISTANT

POSITION: 97-27

AREA: Tribal Housing Authority

CLOSING DATE: Monday, April 14, 1997

Must possess an Associates degree in business administration or public administration with at least five years of closely related experience in affordable housing programs, office or program management, or general administration and finance. Valid Oregon driver's license and safe driving record; working knowledge of computer software skills, including word processing and spreadsheet programs; experience with affordable housing programs and/or development preferred; above average writing skills; Native American employees preferred; and knowledge of Native American culture required.

PRESCHOOL PRINCIPAL

POSITION: 97-30

WAGE: \$11.00 per hour

HOURS: Approximately 30 hours per week

DIVISION: Education

CLOSING DATE: Monday, April 14, 1997

Must possess an Associates degree in early childhood development, or comparable experience. This person must be a sensitive and mature individual who is able to relate well to both children and adults.

AFTERCARE GROUP LEADER

YOUTH ACTIVITIES

POSITION: 97-31

WAGE: \$7.50 per hour

HOURS: Approximately noon to 5:30 p.m.,

Monday-Friday

DIVISION: Education

CLOSING DATE: Monday, April 14, 1997

Must be at least 21 years of age with a high school diploma or the equivalent. Must have experience working with children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

HEALTH PROMOTION SPECIALIST

POSITION #: 97-24

SALARY: \$2000-\$2355 per month

DIVISION: Health and Human Services

CLOSING DATE: Monday, April 14, 1997

Six months of post high school specialized trade or job skills training in health and wellness course work such as certified nursing training. Must possess a minimum of three years of work experience in a position such as medical assistant or nursing home patient attendant. Certified Nursing Assistant Training; First Aid and CPR Certificate; valid Oregon driver's license and safe driving record; CHR training; Native American employees preferred; and knowledge of Native American culture required.

COMPUTER MAINTENANCE TECHNICIAN

CLOSING DATE: Tuesday, April 15, 1997

Seeking in-house technician to provide personal computer equipment support. Responsibilities include assembly, testing, installation, troubleshooting of P.C.'s; installing software and peripheral devices modems, printers, faxes; provide telephone support of complex services; operating systems Novell and Unix in LAN & WAN environment. Must possess a minimum of 18 months or more of trade of technical school, or an associates degree in computer science or related field; and possess over three years of work experience in computer maintenance on DOS, Windows 3.x required; Macintosh and Windows 95 preferred; with a working knowledge of NetWare and NT desirable.

For a detailed job description and application
call the CTGR job line at (503) 879-2257.

Return applications to: Cindy Martin-Butler,
Confederated Tribes of Grand Ronde
9615 Grand Ronde Rd.
Grand Ronde, OR 97347