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A

ADMINISTRATIVE

ASSOCIATE DEAN- SCIENCE & MATH

This is an exempt, full-time administrative position available in the Math and Science Division at the Seattle Central Community College to work with faculty, staff, students and community to provide effective, responsible quality curriculum and support programs in the Division. Starting salary: \$55,000 to \$63,000. Job #20-112. Applications Due 6/28/2000. Apply at Human Resources, SCCD, 1500 Harvard Ave., Seattle WA 98122, or call 206-587-4155. AA/EEO. Via the internet: <http://www.sccd.ctc.edu/~humres>.

The Office of the Archbishop/Liturgy Office of the Archdiocese of Seattle has a F/T opening for an **Administrative Assistant**. Minimum qualifications: 4 years experience in administrative and secretarial work or managing a number of programs, events, and projects; competency with word and data processing and computers specifically with Word, Excel and PageMaker; ability to creatively design brochures, program booklets, etc; knowledge of and familiarity with the Catholic Church in Western Washington; strong organizational skills and ability to work under pressure and to effectively manage multiple priorities; communications skills by phone and in person and the ability to exercise a high degree of independent judgment; interpersonal skills including the ability to work collaboratively with a variety of people and the use of discretion and judgment; writing, rewriting and editing skills; experience in effectively managing and supervising tasks/responsibilities assigned to office staff; experience in budgeting and maintaining accurate financial records; ability to maintain high standards of confidentiality; ability to work some weekends and/or evenings. Preferred qualifications: Active member of a Catholic parish or faith community; Bilingual competency. Hiring Salary Range is \$12.04-14.00/hr. Excellent Benefits. Please call (206) 382-2070 to request an application packet. EOE

B

BANKING

BANKING JOB INFORMATION

Call Our 24 hr jobline for a listing of available positions. We welcome resumes/apps for current opportunities only. Position must be clearly indicated.

1-888-KEY2JOBS

1-888-539-2562

TDD #1-800-688-6191 (M-F 9-4)



Beauty Salon...FOR RENT

African American beauty salon for rent. \$1,000/mth. Single chair \$100/wk. Close to Sea-Tac Mall. Call Sun **253-946-8359**.

C

CITY OF OLYMPIA JOBLINE (360) 753-8383

E

LEARNING SPECIALIST - MATH

This is an exempt, full-time position available in the Upward Bound Program at the North Seattle Community College to teach math classes, develop curriculum, provide tutoring and assistance to students in the UB Program. Minimum salary: \$26,826; mid-range: \$33,077; maximum: \$39,328. Job #20-115. Applications Due 5/19/2000. Apply at Human Resources, SCCD, 1500 Harvard Ave., Seattle WA 98122, or call 206-587-4155. AA/EEO. Via the internet: <http://www.sccd.ctc.edu/~humres>.

FOSTER/ADOPTIVE

FOSTER & ADOPTION FAMILIES

needed in Pierce and Kitsap Counties. Crucial need to caring people of all ethnic groups to provide nurturing homes for foster children ages 0-18 on a full-time or part-time basis. Reimbursement and training provided.

Call: **1-888-794-1794**.

F

FUNDRAISER

FUNDRAISER

CAMPAIGN ADMINISTRATOR United Way Of King County

United Way of King County (www.uwkc.org) is seeking a customer service oriented individual who enjoys working in a team setting. Must enjoy a fast-paced demanding environment. Will be responsible for all aspects of administration and customer service support including scheduling and inviting attendees for prospecting meetings with United Way executives and volunteers. Oversees the arrangements and coordination of speakers for community leader's briefings. The ideal candidate will have strong interpersonal and communications skills; be highly organized, detail oriented and able to balance multiple tasks; knowledge of MS Word and Excel and ability to type at least 55 wpm required. Some higher education and 2-3 yrs customer service/coordination exp. preferred.

We offer a salary of \$2,166 - \$2,375/mo. (DOE) plus an extremely comprehensive benefit package. Send cover letter with resume to: Human Resources Team, United Way of King County, 107 Cherry St., Seattle, WA 98104-2266 by 5/7/00. EOE

H

HEALTH CARE

PHARMACIST

PHARMACIST for busy community health center, WA St Lic req. 1+ yr exp in ambulatory case setting pref, FT. Salary DOE, benefits. Mail resume to Mike Keaton, Country Doctor Community Clinic, 500 19th Ave E, Seattle 98112. EOE

N

NUTRITION EDU. ASST.

NUTRITION EDUCATION ASSISTANT

WSU Coop. Ext./King Co. Successful candidate: motivated, outgoing; enjoys food, cooking, people; has telephone & transportation. Multilingual skills beneficial. 30 hrs/wk, benefits. Applications: 206-205-3162 Deadline: 5/15/00, 5PM. AA/EEO

O

OFFICE TEAM ASST.

OFFICE TEAM ASSISTANT 2 Positions United Way Of King County

United Way of King County (www.uwkc.org) seeks versatile persons to provide administrative support to members of the Executive Team in our Seattle office. Requires the ability to handle wide variety of functions simultaneously with some interruptions; to prioritize work, meet deadlines and work independently. Must have excellent customer service skills; strong computer skills (Word, Excel and Access).

We offer a salary of \$1,950 - \$2,000/mo. (DOE) plus an extremely comprehensive benefit package. Send cover letter with resume to: Human Resources Team, United Way of King County, 107 Cherry St., Seattle, WA 98104-2266 by 5/5/00. EOE

HOMES..HOMES..

REAL ESTATE

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for YOU!*

**KRIZ AM 1420
KZIZ AM 1560
KYIZ AM 1620**

P

PARATRANSIT MANAGER

PARATRANSIT MANAGER

Intercity Transit is the public transportation provider in Thurston County, headquartered in Olympia. The Paratransit Manager supervises seven employees in the Paratransit Division. Oversees daily paratransit operations and ensures full compliance with American with Disabilities Act (ADA) regulations. Must have outstanding interpersonal and communications skills in addition to excellent computer, data collection, budgeting, scheduling, contract administration, and program development skills. B.A. degree in job related field of study; five years related experience and/or training including two years transit specific driving experience; and two years supervisory experience; or equivalent combination of education and experience. Must obtain First Aid certification. Must be able to pass post job offer medical exam including drug and alcohol screening. Starting Wage: \$21.37 per hour. Wage Range: \$21.37 to \$28.74 per hour. Outstanding benefit package includes pension plan, 401(k), and medical/dental coverage for dependents. To apply contact the Intercity Transit Reception Desk at (360) 786-8585 or 526 Pattison SE, P O Box 659, Olympia WA 98507-0659 to obtain an application packet. Applications must be received no later than Monday, May 15, 2000. EOE/ADA/Drug Free Workplace

RECREATION

**KING COUNTY PARKS SYSTEM
Recreation Specialist - Youth/Teens. FT** - Salary Range \$17.11 - 21.72 hrly. T-SA, afternoon and evening work. On site leadership in teen center, youth programs - direct PT staff/volunteers, includes program planning, and community liaison work. Closes 5/3/00. **Application procedure:** Requires King County application, resume & letter of interest. For job description and application, please call 206-296-4136. King County is an equal opportunity employer.

SOCIAL SERVICES

SOCIAL SERVICES

Advocate in multicultural shelter for battered women and their children. Two positions available: One swing shift, one graveyard. Knowledge of domestic violence, shelter experience. Bilingual skills, substance abuse knowledge helpful. Start \$13.00/hr, 36 hrs; exc. benefits. Formerly battered women, women of color encouraged to apply. Resumes to New Beginnings, P. O. Box 75125, Seattle, WA 98125 by 5/5/00.

R

RESEARCH MANAGER

KSTW-UPN 11, Paramount O&O, seeks a **Research Manager**. Responsibilities include analyzing audience delivery, providing estimates, creating custom research projects, working with sales department in training on research tools and agency/client presentations. Will use all available research/marketing tools to effectively position KSTW in market. Knowledge of TVScan, Scarborough, Nielsen broadcast ratings, shares and estimating procedures required. Proficiency with MS Word, Excel and PowerPoint necessary. Send resume to HR, KSTW, 2320 So. 19th, Tacoma, WA 98405. EOE

RESTAURANT

McDONALD'S

NOW HIRING ALL POSITIONS ARE AVAILABLE

- Managers - Experienced, Fast Food
- Manager Trainees - Fast Food Experienced Preferred
- Shift Managers - Full and Part-time, Fast Food Experience Preferred
- Crew Members - Full and Part-time, Experience or We Will Train.

Apply at these McDonald's locations only.

- 725 Third Avenue, Seattle, WA (206) 343-5349
- 9304 Rainier Ave. So., Seattle, WA (206) 725-6181
- 2326 - 25th Ave. So., Seattle, WA (206) 322-1916.

SOCIAL SERVICES

SOCIAL SERVICES FAMILY ADVOCATE

Join the Head Start team! Family Advocate needed for Ed. Agency located in Burien; assignments include: parent involvement, case planning, advocacy and community referral. Requires: BA/BS in health related field or human services related field, plus 2 yrs. exp. working w/low income families; OR MA/MS of same fields, plus 1 yr exp; OR AA/AS of same fields, plus 5 yrs exp. may sub. Open til filled - 1st Close: 5/5; Salary: \$30,566 - \$37,512; Tuition assist. provided; Excl. Benefits and Retirement; Call 206-439-6945; TDD 439-6966; EOE.

LEGAL

BIDS BIDS BIDS BIDS

KING COUNTY, WASHINGTON NOTICE TO BIDDERS

Scaled bids will be received by the King County Procurement Services Division, Room 620, King County Administration Bldg., 500 Fourth Avenue, Seattle, WA 98104, until 2:00 pm of bid opening date (unless otherwise noted) for the following listed bids. Bid documents are available at the above office. Phone (206) 296-4210 for information. King County encourages minority business enterprise participation. King County does not discriminate on the basis of disability in its programs, services, and

employment opportunities for persons with disabilities.

BID NO. IT11935-ELA
PROXIMITY CARDS
OPENS: 5/2/00

BID NO. IT11937-ELA
PAPER TOWELS
COROMATIC
OPENS: 5/4/00

BID NO. IT11938-VJL
LUMBER FOR
VIRGINIA V- REBID
OPENS: 5/11/00
BID NO. IT11939-AAB
LOADER, BACKHOE,
RUBBER TIED
OPENS: 5/18/00

BID NO. IT11940-AAB
MOWER, ROTARY,
DIESEL POWERED,
16 FT
OPENS: 5/18/00

RFP

Washington State Convention & Trade Center Invitation to Proposers Exclusive Food & Beverage Catering Services

The Washington State Convention & Trade Center (WSCCTC) is initiating this Request for Proposal (RFP) #550-300-01 for the provision of the exclusive food and beverage services at the WSCCTC. Scope of work includes a full range of catering and concession services as described in the RFP.

Proposal Document Availability: Proposers may obtain the Proposal documents from the offices of WSCCTC, 800 Convention Place, Seattle, WA 98101 or request that a document is mailed. The RFP will be available on May 2, 2000. Contact Linda Willanger at 206-694-5107 or 694-5000.

The RFP will be issued on Tuesday, May 2, 2000 and Proposals are due Wednesday, June 7, 2000 at 2:00 p.m. Pacific Daylight time (PDT).

Mandatory Preproposal Conference and Site Tour: The Mandatory Preproposal Conference is Wednesday, May 10, 2000 at 10:00 a.m. PDT at the WSCCTC Level 5 Boardroom. A facility tour will follow at 11:00 a.m. Proposals will not be accepted from any firm that fails to have a representative in attendance at the Mandatory Preproposal conference and site tour.

KING COUNTY, WASHINGTON PROCUREMENT SERVICES DIVISION EXCHANGE BUILDING (FORMERLY METRO) NOTICE TO BIDDERS

Sealed bids and proposals will be received by King County (hereinafter "County"), at its Procurement Management Office, Seventh Floor, Exchange Building, 821 Second Avenue, Seattle, WA 98104-1598. Bid documents are available at the above office. King County encourages minority business enterprise participation. King County does not discriminate on the basis of disability in its programs, services and employment opportunities for persons with disabilities.

The County reserves the right to reject any Bid or Proposal, any portion of any Bid or Proposal, or all Bids or Proposals submitted. The County further reserves the right to waive informalities and irregularities.

This information is available on request in accessible formats for people with disabilities by calling (206) 684-2046 or (206) 689-3413 (TDD).

RFP 00-001

OPENS: 5/30/2000

THE SUPPLY AND DELIVERY OF DISTRIBUTIVE ANTENNA NETWORK for the KSC BUILDING

Proposals for the Supply and Delivery of Distributive Antenna Network for the KSC Building will be received by King County at its Procurement Management Division, Exchange Branch Office, Seventh Floor, Exchange Building, 821 Second Avenue, (M/S EXC-FI-0710), Seattle, WA 98104-1598 until 3:00 P.M. local time on Proposal Submittal date, Tuesday, May 30, 2000. Building drawings are available. Contact Paul Russell (see below).

This RFP is available on the Internet at <http://www.metrokc.gov/finance/procure/exch/html/exch.htm>. Persons who copy the Document from the Internet must inform the Buyer that they have received the document. If they fail to inform the Buyer, they will not be notified of Addenda as issued. All Addenda must be referenced in the Proposal Response Form.

A mandatory Pre-proposal Conference and site tour will be held at 1:00 p.m. on May 5, 2000, in the Conference Center on the 8th floor of the King Street Center at 201 South Jackson Street, Seattle, WA 98104. All prospective Proposers are **required** to attend. Proposals from Proposers who did not attend the mandatory pre-proposal conference will not be considered for award of a contract under this FRP. The pre-proposal conference is mandatory because of the nature of the materials, equipment, supplies or services to be provided. The County has determined that only by attending the pre-proposal conference could a Proposer fully understand the requirements under this RFP. Prospective Proposers should submit written questions concerning this RFP to Paul C. Russell C.P.M. no later than May 1, 2000. Copies of questions and answers will be sent to all prospective Proposers who received an RFP and attended the Pre-proposal.

Information may be obtained by contacting Paul Russell at phone number (206) 684-1054 or FAX number (206) 684-1470, or in person at the above address.