

Classifieds/ RFQ 's/ Legal Notices

Social Services

Exp'd housing developer to handle multiple development projects. 5+ yrs exp in finance, development, project management desired F/T, 37-41K. For application, send resume to: Low Income Housing Institute, 2326 6th Avenue Suite 200, Seattle, WA 98121 or fax (206) 727.0363. Closes 4:30p.m. September 23, 1996.

Social Services

C.D. Counselor to provide outch., case mgmt. serv. for 1st time juv. offenders. BA or equiv. exper., must meet WAC req. as CDC, exp. w/youth. 40hrs/wk, \$1858-2006/mo. plus bfts. Pick up application at 17018 15th NE Shoreline, Wa. EOE. Closes 9/20/96.

Drug/Alcohol Intervention Education Specialist

Seattle School District has opening for Drug/Alcohol; Intervention Education Specialist to provide drug education, support groups and intervention with high school student BA in psychology, social work, education, nursing, or a related field, 3 yrs of exp. working with at-risk or troubled youth in a school or social service setting. WA State Teaching or ESA Certificate. Teacher salary. Applications/questionnaire at Employment Services-96T-30, AA-381, 815 - 4th Ave N, Seattle, WA 98109. Closes: Sept 23, 1996. AA-EOE.

Finance

Business Manager to develop and manage nonprofit agency's financial and admin. systems. BA + 2 yrs.. exp. \$2,298- \$2,482/mo. to start + benefits. Pick up app. at 17018 15th NE, Shoreline. CHS values diversity & is an AA/EOE employer. Closes 9/16.

NAEYC Accredited Center Looking
For full time toddler assistant teacher N. Seattle
Sandpoint area 526-6352. Little Anchor

Full time Family Law Legal Secretary

Word processing, database and WA family law experience required. Must type 70 WPM, accurate spelling & grammar, efficient. Bilingual skills desirable Salary DOE. EOE. Resume & cover letter by 9/20/96 to Columbia Legal Services, Human Resources Manager, 101 Yesler Way, #300, Seattle, 98104.

Executive Director

To manage reproductive & primary health multi-site provider organization w/strong public affairs & educational programs. Budget \$2.6M. Min. of 5 years successful management exp w/strong health care background. Send resume to: Planned Parenthood of Spokane & Whitman Counties, PO Box 197, Spokane, 99210-0197

Community Director

Needed for KMPS/KZOK radio. Must have past Continuity/Traffic experience Familiarity w/ Columbine preferred. This demanding position requires a team player who is self-motivated, detail oriented, and is able to rise to the occasion. Please send resume and cover letter to PO Box 24888 Seattle WA 98124. EEO

Executive Director

MRG Foundation, Portland, OR. Strong fundraising, financial management skills. Experience with grass roots groups. Salary. \$33K + \$38 K + benefits. 503-233-0271.

1 bedroom side by side duplex
1401 E. Spruce St. \$400.
454-3660.

Child Development

Advocate (Full-time & part-time)

BA in Social Services plus 2 yrs. work experience Responsible for providing case management to children and families that integrates all Head Start components. Knowledge of local community resources. Computer skills required. Spanish language abilities preferred.

Assistant Teacher (full-time) AA degree in ECE and 2 years experience working with preschool children in a Head Start Program. Assist in the implementation of developmentally appropriate learning experiences for children. Spanish speaking abilities preferred.

Teacher (full & part-time) BA in ECE from an accredited institution and 2 years experience working with preschool children or a Child Development Associate credential with 4 years of work experience Knowledge of Head Start performance standards. Leads team in providing educational services to 3 & 4 year old children in a classroom setting. Spanish speaking abilities preferred.

Food Service

Technician (30 + Hours) Responsible for preparation and distribution of food in accordance with U.S. Department of Agriculture and other regulatory agencies. Responsible for the sanitation of kitchen and for ordering food and tracking special diets for children. High school graduate of GED. A minimum 2 years experience in food service preparation.

We value diversity among our employees All positions will be filled ASAP. Send resume and cover to:

FAME Head Start Search Committee
172 20th Avenue
Seattle, WA 98122

FOR RENT: apartment, two bedrm,
carpet, drapes, security gate, S.H.A. welcome. 118 25th, E. call 329-9190. \$600.

Hotel Reception Center Senior Clerk

F/T position requires Hotel experience in desk, banking, and audit functions as well as familiarity with Hotel computer system maintenance. Ability to work with varied clientele and staff essential. For essential information, please call the YMCA of Greater Seattle jobline at 382-5335, Ref#6080-DT. Please submit resume and YMCA application by September 17. Downtown YMCA, 909 4th Ave, Seattle, WA 98104.

Office Support

Office Support wanted for theatre. 20+ hrs/wk. \$6.-/hr. ACT Theatre encourages applications from people of color and physically challenged individuals. E.O.E. Send Cover letter, resume by Sept 18 to: Office Support, ACT, 700 Union, Seattle, WA 98101. No calls.

Vocational Rehabilitation Specialist

Join an outstanding mental health treatment team in a values-based agency which respects and mentors high quality staff as they provide services for adults with severe and persistent mental illnesses. Masters preferred, BA required + experience serving disabled adults through vocational assessment, job development, employer networking, job coaching, coordination with DVR. We especially value staff who are able to work with a broad array of cultures. Full-time position. Salary: \$12.06/hour + outstanding insurance, personal leave, and training benefits. Resume to: Program Supervisor, Transitional Resources 2970 SW Avalon Way, Seattle, WA 98126. EOE

ADVERTISE FOR RESULTS

Request For Proposal

Housing Development/Capacity Building Program for Non-profit Housing Developers

The Seattle Department of Housing and Human Services is requesting proposals from qualified non-profit housing developers to increase their capacity to develop affordable housing within the City of Seattle. Approximately \$990,000 CDBG funds will be available in 1997-1998.

To request a proposal package, contact the Resource and Program Development Unit in the Department of Housing and Human Services, 7th floor, Alaska Building, 618 2nd Avenue, Seattle, WA 98104. Phone number is (206) 684-0106. Proposals must be submitted to the City by 5P.M. October 18, 1996.

Recreation Coordinator

30hrs/wk, \$16.74 hr + prorated bene. HOURS: May-Sept 7:30am-2pm, M-F; Oct-Apr, 3:30am-10pm, M-Th & 10am - 4:30pm, Fr; some Sat as req. DUTIES: Assist in dev, org & implement/ leadership of sports programs (basketball, volleyball & summer swim lessons). Hire, train & supervise instructors & officials Prepare flyers, media releases & promo items. Maint equip, assist w/program regis/scheduling, open/close facilities. MIN QUALS: Must have BA in Rec Mngr or related field & 1yr exp coor sports &/or aquatics or AA in Rec Mngr & 3 yrs exp in coor sport &/or aquatics. Must have current WSI, Lifeguard Training Cert & 1st aid/CPR cert. Req exc oral/ written comm skills. Must have/maintain insurable driving record. Required: Submit City appl & sup questionnaire by 5pm, Friday, 9/20/96, postmarks not considered. To obtain appl materials, pick up at or send self-addressed/stamped business size envl to City of Kirkland, Personnel, ATTN: Rec Cor, 123 5th Ave, Kirkland, WA 98033-828-1161/1119. EOE.

Drain Hole Drilling and Cleaning At Boundary Dam

Bid Date: October 2, 1996

Ordinance: 117916

PEW: 96-64

PROJECT DESCRIPTION: The Work covers approximately 500 L.F. of drilling and 1,100 L.F. of cleaning drain holes inside the Boundary Dam.

ESTIMATE: The Engineers estimate is \$114,775 without tax.

BID SUBMITTAL: Sealed bids will be received for this project by the City of Seattle, Public Works and Consultant Contracting Section of the Department of Administrative Services at its office in the Artic Building, Suite 800, 700 Third Avenue, Seattle, Washington 98104 only up to 2:00P.M. on October 2, 1996 after which time bids will be publicly opened and summarily read. Bids received after 2:00P.M. will not be accepted or read.

PRE-BID SITE INSPECTION: A pre-bid site inspection will be held on Monday, September 23, 1996, at 1:00P.M. at Boundary Powerhouse on the Pend Oreille River, in the northeast corner of the State of Washington, one mile south of the U.S. - Canada Border.

OBTAINING BID DOCUMENTS: The Drawing and Project Manual may be obtained by bidders at:

Seattle City Light-Key Tower
Construction Engineering
700 5th Avenue, Room 3402
Seattle, WA 98104
Telephone: (206) 684-3070

VIEWING BID DOCUMENTS: A copy of the Drawings and Project Manual may be viewed at the Public Works and Consultant Contracting Section. Drawings and Projects Manual are also on file at the following plan centers: Associated General Contractors, Seattle; Associated General Contractors, Tacoma; Associated Subcontractors, Tacoma; Construction Data Plan Center, Seattle; Construction Data, Tacoma; Eastside Plan Center, Bellevue; Impact Business Development Center, Seattle; Valley Plan Center, Kent; and Construction Market Data, Kirkland.

BID GUARANTY: No bid will be considered unless accompanied by cash, a surety company bid bond, or a certified or cashier's check payable to the order of the City of Seattle for a sum not less than five percent (5%) of the total amount of bid.

WMBE REQUIREMENTS: The Women and Minority Business Enterprise set-aside percentages for this project are: WBE: 0% MBE: 0%.

SUBCONTRACTORS LIST: Consistent with RCW 39.30.060, each Bidder is required to submit the completed Subcontractors List either with the bid or within one hour of the required bid submittal time.

The right is reserved to reject any and all bids.

Michael E. Purdy
Public Works Contracting Manager
Date of 1st Publication: September 11, 1996

Child Care:

YWCA 5th & Seneca Child Care program for infants-preschoolers seeks On-Call Subs. Flexible schedule! On-site fitness facility! Fun Staff! Send resume or complete application to L. Mahan YWCA 1118 5th Ave, Seattle 98101 EOE.

Teacher

YWCA 5th & Seneca Child Care seeks experienced full-time Preschool Teacher. Downtown location! Great staff! Lots of xint benes! Send resume or complete application by 9/20 to L. Mahan, YWCA 1118 5th Ave Seattle 98101 EOE.

Recreation

YWCA seeks PT Youth Program Asst for Quality recreational/enrichment program in Central Area for youth ages 8-12 Req WSDL, insur & ability to drive van, direct exper working w/low income adolescents in a rec setting. School yr M-F 19 hr/wk, FT summers \$7.50/hr. Reply to P. Hayden YWCA 2820 E. Cherry, Seattle 98101 EOE.

Social Services

YWCA Youth Employment Program Asst provides admin support. Req. knowledge of area youth services, WP 55 wpm, recordkeeping, work w/diverse pop, develop rapport/motivate clients age 16-21. 2 yr. related exper pref'd FT-35hr/wk \$8-9/hr DOE & benes. Reply by 9/20 to K. Flores YWCA 1107 SE Grady Way Suite 209 Renton 98055 EOE.

**ADVERTISE
HERE AND GET
RESULTS CALL
324-0552**