

## Barbara Allen

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**From:** Kelsey Greco  
**Sent:** Tuesday, February 10, 2015 1:10 PM  
**To:** Barbara Allen  
**Subject:** RE: OPB Job Opportunity - Receptionist/Administrative Services Assistant

Posted the link to facebook for both of the open positions!

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**From:** Barbara Allen  
**Sent:** Tuesday, February 10, 2015 12:43 PM  
**To:** All Staff  
**Cc:** HR  
**Subject:** OPB Job Opportunity - Receptionist/Administrative Services Assistant

Good afternoon, OPB!

We have a new job opportunity to announce – details are below. As always, please forward the information to anyone you think may be interested, or post it to Twitter, Facebook, LinkedIn, etc. I do ask that if you repost it anywhere, please be sure to let me know (don't forget to include info about where you posted). OPB has to track that information for the annual hiring report we provide to the FCC. Also - if you repost and use hash tags, please include #pubjobs, #mediadiversity and #nprjobs.

Thanks!

Barb

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Barbara Allen  
OPB HR Coordinator  
Ph 503-445-1885  
Fx 503-445-1859

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### OPB Seeks a Receptionist/Administrative Services Assistant

OPB is looking for a welcoming and professional individual to be the first person to greet visitors and callers to OPB as our full time Receptionist/Administrative Services Assistant. For more information and instructions on how to apply, go to: <http://www.opb.org/insideopb/careers/jobs/>. OPB is an Equal Opportunity Employer.