

**Subject:** Re: OPB Job Opportunities - Receptionist/Administrative Services Assistants  
**Date:** Friday, February 26, 2016 at 2:52:00 PM Pacific Standard Time  
**From:** Lauren Elkanich  
**To:** Barbara Allen  
**CC:** HR

Done! Scheduled for this afternoon.

Lauren Elkanich  
Public Relations Manager | OPB  
7140 SW Macadam | Portland, OR 97219  
O: 503.977.7751 | C: 503.314.7112  
[lelkanich@opb.org](mailto:lelkanich@opb.org)

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**From:** Barbara Allen <[ballen@opb.org](mailto:ballen@opb.org)>  
**Date:** Friday, February 26, 2016 at 2:27 PM  
**To:** Lauren Elkanich <[lelkanich@opb.org](mailto:lelkanich@opb.org)>  
**Cc:** HR <[hr@opb.org](mailto:hr@opb.org)>  
**Subject:** RE: OPB Job Opportunities - Receptionist/Administrative Services Assistants

Hi Lauren,

Please post to OPB's Twitter as soon as would be best.

Thank you!

Barb

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**From:** Barbara Allen  
**Sent:** Friday, February 26, 2016 1:56 PM  
**To:** AllStaff <[allstaff@opb.org](mailto:allstaff@opb.org)>  
**Subject:** OPB Job Opportunities - Receptionist/Administrative Services Assistants

Happy Friday, OPB!

We have two new job opportunities 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 Receptionist/Administrative Services Assistants**

OPB is looking for two welcoming and professional individuals to greet visitors and callers to OPB as one of our part time Receptionist/Administrative Services Assistants. For more information and instructions on how to apply, go to: <http://www.opb.org/about/careers/>. OPB is an Equal Opportunity Employer.