



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502**

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs

02/07/2016



The Conference of Women Legislators (COWL)

has established a scholarship fund to assist mature women (age 25 and older) who wish to continue their undergraduate education. The goal of the scholarship is to focus on deserving, qualified women whose educations were interrupted due to family concerns and economic problems. Particular consideration will emphasize women who have shown leadership promise through community service.

The one year undergraduate scholarship will cover tuition, books and fees up to \$2500 per year, including summer school. Applicants for the scholarship must meet certain requirements to be eligible. In addition to being a woman 25 years of age or older, she must be an Illinois resident and plan to attend an accredited on-campus school in Illinois for at least six semester hours (online college are not eligible).

Copies of the forms are attached but all scholarship application instructions and forms may be downloaded from the COWL website:

<http://cowlil.com/>

Application materials must be postmarked no later than April 15, 2016 to be considered and all applicants will be notified by May 31, 2016. COWL Scholarship Program is for the 2016-2017 Academic Year

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02/07/2016



Data Management – Enterprise Analytics

CVS Health Northbrook, IL

Collaborating with the Data Warehouse team to develop data quality scripts to apply to the ETL process based on the business rules defined by business data...

3 days ago - [email](#)

Position Summary:

We have an exciting new opportunity on our Enterprise Data Management team! This position will focus on improving the quality of our data across the enterprise. In this position, you will help to ensure high levels of data quality for our source systems and data warehouse platforms across the enterprise. You will analyze, evaluate, test, and participate in designing the remediation of data deficiencies in various environments. You will use your strong communication skills and your understanding of data modeling concepts collaborating with members of the business, operations and IT teams to understand requirements and research data anomalies to ensure consistency and quality. You will also test newly developed functionality to ensure the highest level of data quality exists upon delivery.

- See more at: <http://jobs.cvshealth.com/us/dallas/analytics/jobid9898491-data-management-%E2%80%93-enterprise-analytics?ss=paid#sthash.n9rN68yX.dpuf>

02/07/2016



Back of House Team Members

Corner Bakery Cafe - Warrenville, IL

We're fast - guests have busy lives. Whether they join us to linger over a morning cup of coffee or they're with us for a quick lunch, we're there to serve them...

4 days ago - [email](#)

Established in Chicago in 1991, **Corner Bakery Cafe** is one of the leaders of fast casual dining, a segment that blends the best of two worlds. We're fast - guests have busy lives. Whether they join us to linger over a morning cup of coffee or they're with us for a quick lunch, we're there to serve them promptly. But we're also casual dining, meaning we believe in delivering food to the table. Guests also enjoy nice touches like real tableware - a break from today's plastic, self-service world.

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Production Worker/Room Operator -

Cctv Systems International Inc -Chicago, IL 60620 (Auburn Gresham area)

\$17.45 an hour

Excellent phone etiquette and verbal/written communication skills• Punctual, organized and dependable• Strong attention for detail and ability to grasp concepts...

Easily apply

11 hours ago - [save job](#) - [email](#) - [more...](#)

Our company has an immediate opening for a poised, well-spoken, intelligent, self-directed Production Worker/Room Operator/Receptionist/Admin assistant to join our staff for a full-time/part-time, salaried position with additional benefits package. Position is an excellent opportunity for growth for the right candidate. We offer a professional and extremely collegial work environment. Candidates should have the following qualities: * Excellent phone etiquette and verbal/written communication skills

02/07/2016



Animal Caregiver: Rescue and Recovery Center

PAWS Chicago [8 reviews](#) - Chicago, IL

A valid driver's license with a good driving record is preferred. If they are not able to work their scheduled hours they must notify their direct supervisor...

Easily apply

3 days ago - [save job](#) - [email](#) - [more...](#)

This position is part-time with a potential for full-time in the future. Playing one of the most crucial roles in the direct care of all PAWS Chicago internal animals, Animal Caregivers are responsible for the daily care and cleaning of all animals in the adoption program within PAWS Chicago. This includes: daily feeding, watering and cleaning of all animal areas (both dogs and cats). Also requires walking of dogs.

02/07/2016



PlayStation Representative - Northwest Chicago -

Sony Computer Entertainment of America Inc. - Chicago, IL

Comfortable using tools, following detailed technical instructions, and applying troubleshooting protocols. SCEA does not unlawfully discriminate on the basis...

1 day ago - [save job](#) - [email](#) - [more...](#)

Do you love games? Would you love to travel and meet new people? If you answered yes than we would love hear from you! Our PlayStation Representatives are the most direct point of contact between our customers and stores.

To be successful we seek a social interaction expert to engage customers as well educate and our train store associates. In addition we seek someone who is a product evangelist and has the ability to bring the best gaming products to market. **Algonquin, Arlington Heights, Crystal Lake, Barrington, Elgin, Rolling Meadows, or Woodstock.** If this sounds like you, please apply to PlayStation! Greatness Awaits.

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Staff Representative - Flight Operations -

United Airlines - Chicago, IL

Regulatory compliance background - demonstrated use of FARs, Advisory Circulars, SAFO, FAA Notices and other FAA documentation to develop policy and procedure....

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Where do you want your career to take you? Chances are you can get there with United Airlines. Our environment is open, honest, and focused on our customers—and your success. So choose a career path. And rediscover what it's like to enjoy your job.

Staff Representative - Flight Operations

Equal Opportunity Employer – Minorities/Women/Veterans/Disabled/LGBT

Travel subject to service charges/restrictions. Bonuses awarded only under terms of United's policies.

NO AGENCIES PLEASE

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Front Desk Administrative Assistant -

@properties - Chicago, IL 60661 (Near West Side area)

\$14 an hour

Greeting real estate agents/clients, answering and directing phone calls, distributing, stamping and sorting mail, troubleshooting copier/printer issues....

Easily apply

17 hours ago - [save job](#) - [email](#) - [more...](#)

As front desk admin you will serve as the initial contact for anyone entering the office, the ideal candidate will possess superior organizational skills, a positive attitude and willingness to go above and beyond in order to assist agents/clients. Duties include but are not limited to basic reception; greeting real estate agents/clients, answering and directing phone calls, distributing, stamping and sorting mail, troubleshooting copier/printer issues. Accept and record payments.

Coordinate and prepare outgoing UPS and messenger service packages. Serve as administrative support for over 300 Real Estate brokers & 50 staff members. Maintain property listings in the MLS -- ensure compliance with local Realtor boards and state license law. Lead specific administrative tasks and projects and report back to Office Manager Ability to coordinate,

02/07/2016



Clerk/Cashier

Garrett Popcorn Shops - Chicago, IL

Our clerks meet each of our guests, help them with their selections and prepare their orders. If you like to keep busy and enjoy making people smile, our clerk...

Easily apply

2 days ago - [save job](#) - [email](#) - [more...](#)

Are you interested in joining a team of fun, friendly and energetic people? If so, Garrett Popcorn is the place for you! We are looking for several wonderful people to join all shifts at one of our best and busiest locations. Garrett offers competitive wages and benefits including paid vacation, insurance and 401k, plus free Garrett Popcorn! Check out our job description below and reply with your resume and cover letter attached if serving Garrett Popcorn fans with a smile sounds like the opportunity for you!

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Clerk\Cashier

CVS Health [9,318 reviews](#) - Chicago, IL [+49 locations](#)

Answer the telephone using the appropriate greeting. Operate a cash register including cash transactions, checks, charges....

4 days ago - [save job](#) - [email](#) - [more...](#)

Must be at least 16 years of age

Ability to complete the following tasks:

- Operate a cash register including cash transactions, checks, charges
- Follow company policies and procedures regarding cash register performance
- Request additional help when needed to increase customer satisfaction
- Greet each customer using the eye's, hi's and help at all times and assist customers with their questions, problems and complaints
- Price merchandise utilizing price guns
- Store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows; rubbish removal; exterior maintenance; sweeping
- Stock shelves
- Complete price changes: document counts, utilize price guns
- Answer the telephone using the appropriate greeting
- Process photofinishing orders
- Maintain check-out area: fill register supplies, bags; wipe counter tops
- Issue rainchecks when requested
- React to potential shoplifters following company guidelines
- Maintain customer/patient confidentiality
- Maintain card department: order, stock, inventory, signing
- Maintain cosmetic department/units: clean, stock, set displays, sign, prepare returns (UPP system)
- Reset departments/end caps following POGs
- Display and sign weekly, promotional and seasonal merchandise

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[Administrative Assistant Jobs in Chicago, IL](#) -

Christie.Inc - Chicago, IL 60614 (Lincoln Park area)

\$26 - \$28 an hour

Data entry with accuracy -- a must. Filing and copying. We are seeking to hire an Administrative Assistance with solid computer skills.....

chicagojobs.com - 2 days ago - [save job](#) - [email](#) - [more...](#)

Responsibilities:-

- Answering calls
- Data entry with accuracy -- a must
- Filing and copying
- Standard processes and procedures in a customer facing environment
- Multi-tasking in this never a dull moment environment
- Assist management as required

•Qualifications:-

- Must have at least 1 year of experience
- Strong computer skills
- Advanced proficiency in MS Word, Excel, Outlook, PowerPoint
- Strong attention to detail
- Advanced communication skills, both written and oral
- Ability to work with different departments

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Travel Host -

City Hop - Chicago, IL

A guest bedroom, guest house, B&B, a couch, or even camping land), personal tours of your city, transportation services, or personal vacation planning services....

Easily apply

18 hours ago - [save job](#) - [email](#) - [more...](#)

Looking for some extra income? We are a new start up travel company aiming to link travelers to locals around the world.

We are looking for locals ("travel hosts") from any city or town who are interested in providing either accommodations to travelers (i.e. a guest bedroom, guest house, B&B, a couch, or even camping land), personal tours of your city, transportation services, or personal vacation planning services.

A host can choose to offer one or multiple of these services at his or her own availability and schedule! The best part? You determine your own rates! Want a chance to make life long friends while running your own schedule? Sign up with us! If you are interested, apply here and we will direct you to the next step as we take care of the rest!

02/07/2016



Team Member

Goodwill Industries of Southeastern Wisconsin & Metropolitan Chicago - Joliet, IL
In addition, they work diligently to keep the store clean, safe, and welcoming. No matter what position you have at Goodwill, you'll be part of a team that...

16 days ago - [email](#)

A job working at Goodwill isn't just another job; it's a job with a mission. No matter what position you have at Goodwill, you'll be part of a team that makes a positive impact in the lives of individuals, their families and the communities where we operate.

We offer Real Work-Life Balance: Some say it, but we do it. Flexible schedules for our employees make it a truly family-friendly environment.

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors. In addition, they work diligently to keep the store clean, safe, and welcoming. Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

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CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center

How many Second Chance positions are available?

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Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
 - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

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- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

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10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



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1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits

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with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

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9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).

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