



Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 01/23/15 4:59 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10/79-15/02

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or a bachelor's degree in nursing and one year of professional nursing experience or a Master's degree in nursing. Requires current Illinois license as a Registered Nurse. Requires previous experience in Infection Control, Public Health or school nursing. Candidates must have basic computer software skills and knowledge of statistics.

Work Hours & Location/Agency Contact: Monday-Friday 7am-3pm or 8am-4pm

CONTACT INFORMATION:

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm

Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

How to Apply:

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 01/26/15 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-87999

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.
Work Hours & Location/Agency Contact: WORK HOURS: Mon -Fri 8:00 AM -4:30 PM

WORK LOCATION: Elisabeth Ludeman Center
114 North Orchard Drive Park Forest, IL 60466
CONTACT PERSON: Alice M. Chambers / Human Resources Representative
Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466
708-283-3015

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Posting Title Lead Membership Representative/Data Entry Specialist

Auto req ID 679BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Membership

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This is a temporary position. Starting wage: \$12.25 per hour.

The requirements for this position include:

High School graduate or (GED) equivalent required. Minimum 2 years customer service experience required. Good organizational, problem-solving and analytical skills required. Accurate basic math skills required. Basic computer skills required. Minimum 1 year of data entry experience required. Must accurately enter a minimum of 35 membership applications per hour and provide accurate phone customer service within 3 weeks of employment. Strong customer service skills required. Strong communication, teamwork, leadership and interpersonal skills. Ability to remain calm and think clearly in stressful situations. Ability to work effectively and responsibly with little supervision required. Eye for detail, completeness, and accuracy. Demonstrated ability to work effectively under pressure and meet deadlines and provide proactive and innovative solutions to customer issues. Must maintain confidentiality of privileged information. Ability to handle multiple priorities efficiently and accurately. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable/preferred qualifications for this position include:

Inbound call center experience strongly desired, preferably in a membership or customer service department with demonstrated experience in conflict resolution/dealing with customer complaints/issues.

Intermediate or advanced computer skills preferred with experience in Microsoft Word and Microsoft Excel desired. Experience in Raiser's Edge a plus.

Six months supervisory experience preferred.

Multilingual ability, Spanish fluency a plus.

Additional Information This requisition is to actively recruit for a position for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

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Posting Title: Patrol Officer (probationary)

Auto req ID 762BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Public Safety Union Status Union

Work Shift Rotating Schedule

Schedule Details This is a full-time position which includes rotating weekends, evenings and holidays as assigned.

This position includes the following requirements:

Associate's degree in Criminal Justice or directly related field or equivalent combination of training and/or experience required. Minimum two years relevant security or loss prevention experience required. Minimum one year patrol officer experience preferred. Valid Illinois EMT license or obtain State of Illinois Emergency Medical Technician status within one year of hire. Must complete system entry process at designated Resource Hospital within 90 days of hire or within 90 days of obtaining valid EMT license, if later, and must attend continuing education classes as mandated by EMS Regional Hospital and department standards. Must successfully complete and pass to minimum standards Illinois Police Academy training within one year of hire. Successful completion of CZS Field Training Officer Program within 90 days of hire. Must possess knowledge of applicable federal, state and local civil and criminal statutes on which charges and arrests are executed, including laws of arrest, search and seizure. Must be familiar with standard police rules and regulations. Must learn Society Public Safety Department standard operating procedures within 90 days of hire. Valid Fire Owners Identification Card required. Must be able to successfully complete qualifications with department-issued weapons (.45 caliber, shotgun, .223 caliber, .308 caliber, 45/70 caliber, .375 caliber and .458 caliber) as specified in CZS Police Department guidelines as soon as feasible or as otherwise specified by the Illinois State Training Board within one year of hire. Must maintain firearm qualifications. Ability to carry out oral and written instructions and prepare clear, comprehensive reports. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. This is a full-time position which includes rotating weekends, evenings and holidays as assigned. Multilingual ability, Spanish fluency is a plus and is a desirable/preferred qualification for this position. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

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Posting Title: Community Program Assistant (Community Relations)

Auto req ID 760BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Director's Office Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The primary job duties for this position include the following:

Provide supervision and guidance for youth volunteers at the zoo, off site, on field trips and assists in enforcement of program rules. Helps to maintain the quality of King Conservation Science Scholars interpretation, science and portfolios. Assist with program recruitment and training. Assist with other Career Ladder and community outreach programs for families and middle school students at the zoo and off-site. Assist in office functions, including, but not limited to mailings, bookkeeping, filing, data entry. The pay for this temporary position is \$11.25 per hour.

The requirements for this position include the following:

Minimum educational requirement is successful completion of junior year of high school required. Ability to work independently without close supervision required. Strong ability to communicate effectively with youth from diverse backgrounds required. Must be at least 16 years of age. Incumbents must have the ability to work non-standard hours such as weekends and holidays. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable qualifications for this position include the following: Two years of high school science preferred. One year within the Youth Volunteer Corps at Brookfield Zoo (YVC) or one year experience in a volunteer or youth leadership program desired. Multilingual ability, Spanish fluency a plus. This requisition is to actively recruit for multiple openings for 2015.

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The Chicago Zoological Society is a VEVRAA federal contractor. We desire priority referrals of protected veterans. The Chicago Zoological Society located at 3300 Golf Road, Brookfield, IL 60513 is the hiring location for the organization. The Human Resources contact person for the organization is Wendy Larsen, Director of Talent Acquisition, email: wendy.larsen@czs.org.

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Posting Title Marketing Events Assistant

Auto req ID 758BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Marketing & Communications

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The Marketing Events Assistant is a position that is responsible for educating and entertaining potential guests at various off-site outreach events regarding institutional activities and conservation issues, as well as executing various on-site events that further the mission of the Society, contribute to an exceptional guest experience, and that increase visibility and exposure of the Society and Brookfield Zoo. This is a temporary position. The starting wage is \$11.25 per hour.

The requirements for the position include:

High school diploma or equivalent combination of training and experience required. Some college with coursework towards a Bachelor's degree in Marketing, Communication, Education, or Theater desired. Excellent customer service skills required. Strong verbal communication skills required. Must be able to work in a team and be flexible. Must be animated and outgoing and be a strong advocate of the Society and Brookfield Zoo. Strong organizational and project management skills required. Ability to interact with public and maintain a positive image at all times required. Must be reliable and dependable. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus. Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents. Must possess a good driving record. This requisition is to actively recruit for multiple positions that are anticipated to have start dates during the month of April 2015.

To ensure adequate staff coverage for 2015 events, staff needs to be available Saturdays and Sundays and the following dates will be mandatory:

Sunday, April 19 - Party for the Planet Friday & Saturday, August 21 & 22 - Zoo Brew

Sunday, September 20 - Zoo Run Run

Saturday, November 21 - Tree Trim/Magnificent Mile Lights Parade

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Posting Title Membership Representative - Data Entry Specialist

Auto req ID 738BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Membership

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Work schedules typically average from 20 – 25 hours per week. Typical work hours are between 9:00 a.m. and 5:00 p.m. on weekends and between 8:00/9:00 a.m. and 4:00/5:00 p.m. on weekdays (occasionally until 8:00 p.m. in spring). The work schedule requires availability of a minimum of 3 days per week, including at least 1 weekend day. This is a temporary position. Starting wage: \$11.25 per hour.

The requirements for this position include:

Minimum of two years data entry experience and one year customer service or call center experience required. Good organizational and analytical skills required. Basic computer skills required. Ability to accurately enter a minimum of 25 membership applications per hour and provide accurate phone customer service within 3 weeks of employment required. Strong communication, teamwork, interpersonal, and customer service skills required. Eye for detail, completeness, and accuracy. Ability to work effectively under pressure, meet deadlines and provide proactive and innovative solutions to customer issues. Must maintain confidentiality of privileged information. Ability to handle multiple priorities quickly and accurately with a positive attitude. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable/preferred qualifications for this position include:

High School graduate or (GED) equivalent preferred. Inbound call center experience strongly preferred. Demonstrated conflict resolution skills desired. Intermediate or advanced computer skills/experience preferred with Microsoft Word and Excel desired. Experience in Raiser's Edge a plus. Multi-lingual ability, Spanish fluency a plus. This requisition is to recruit for an opening in 2015.

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Posting Title Community Program Assistant (H.S. & College Programs)

Auto req ID 761BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Director's Office

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details As Brookfield Zoo is open 365 days per year, this position does require flexible availability to work non-standard hours such as weekends and holidays.

As Brookfield Zoo is open 365 days per year, this position does require flexible availability to work non-standard hours such as weekends and holidays. The pay for this temporary position is \$11.25 per hour.

The requirements for this position include the following: Minimum educational requirement is successful completion of junior year of high school required. Ability to work independently without close supervision required. Strong ability to communicate effectively with youth from diverse backgrounds required. Must be at least 16 years of age. Incumbents must have the ability to work non-standard hours such as weekends and holidays. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable qualifications for this position include the following:

Two years of high school science preferred. One year within the Youth Volunteer Corps at Brookfield Zoo (YVC) or one year experience in a volunteer or youth leadership program desired. Multilingual ability, Spanish fluency a plus.

This requisition is to actively recruit for multiple openings for 2015.

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Account Specialist

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts. He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards

Other duties as assigned

Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

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Accounts Payable Manager

Location: Chicago, IL

The Accounts Payable Manager serves as Museum-wide contact for finance policies and procedures, and resolves questions/issues related to invoices/expenses/purchase orders. The individual in this role will manage the administration of the Procurement Card Program, accounts payable transactions, records, staff, and systems.

The Accounts Payable Manager will maintain the master p-card holder list, tracking status of statement/receipt submissions from approved users.

Responsibilities

Ensures data integrity of accounts payable transactions posting to general ledger
Manages follow-up on outstanding invoices, and analyzes invoices prior to semi-monthly check runs

Prepares journal entries for prepaid invoices and accrued invoices for annual audit
Serves as backup to account specialist and check issuance processing as needed
Oversees the issuance of new p-cards, provides training to new p-card holders, and manages the inactivation of p-cards as necessary

Formats and uploads p-card monthly entry into Financial Edge from SDG2
Analyzes accounts payable and employee reimbursement transactions for potential p-card use, identify invoices to pay on p-card to maximize rebate, and analyzes p-card usage data to determine appropriate frequency and level of review for each p-card holder.

Maintains records and offsite storage for Finance department
Manages vendor procurement systems

Qualifications

High school diploma or equivalent required, BS preferred
Accounts payable processing and supervisory experience preferred
Understanding of financial software systems, reporting systems, and databases
Attention to detail; ability to analyze and report on data
Strong written and verbal communication skills
Ability to identify areas for improvement and implement efficiencies and process improvements

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Budget Coordinator

Location: Chicago, IL

The Budget Coordinator is a non-management position that performs various projects relating to finance, budgeting, and auditing. The individual in this role will act as the main contact for Account Specialists in the Finance Department.

This position is full-time (i.e., 35 hours/week) and benefits eligible.

Responsibilities

Budget tracking/monitoring for expense and revenue activity: create each fiscal year's Annual Budget Tracking System for all approved budgets and maintains summary of projects for Exhibitions

Supervision of procurement card activity for 35 staff members: reconciles and approves all p-card transactions for each staff member and prints out monthly billing statements and reports detailing all staff activity

Budget reconciliation: reconciles monthly finance reports with budget tracking system
E-Time review and approval: reviews and approves timesheets for 77 staff members, making changes when necessary (biweekly process)

Payroll review: reviews for accuracy, entering salary plus fringe benefits expense in budget tracking records

Revenue deposits and check pick-ups: prepares deposit slips, makes copy of each check, delivers to cashier, and enters revenue in budget tracking records

Qualifications

Bachelor's degree, preferably in accounting or related field

Minimum of one to two years experience in professional environment; previous accounting experience preferred

Proficient in Microsoft Office (i.e., Word, Excel, etc.)

Accuracy and attention to detail are imperative

Excellent organizational skills with the ability to prioritize

Effective communication skills, both verbal and written, with an emphasis on resolution of outstanding items

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Flex Detail Supervisor

Location: Chicago, IL

The Flex Detail Supervisor assists in the development and implementation of all Security policies, procedures and programs that respond to business needs while ensuring the safety of all Field Museum properties and employees. The individual in this role will work with the Director to implement programs relating to general safety, fire protection, accident prevention and security investigations. He/She will also provide direct supervision of Security Guards and Officers to ensure an efficient and cost effective security operation.

The Flex Detail Supervisor will cover the off days of both Operational Shift Supervisor and Counsel Operations Supervisor, and work 1 16-hour shift (allowing for 3 consecutive off days). This is a full-time (40 hours/week), benefits eligible position.

Qualifications

High school diploma; college degree preferred.

Must have 2-5 years working experience in security industry.

Experience in staff management.

Ability to respond appropriately to emergencies, ad-hoc situations and work under pressure.

Proven ability to think and make appropriate decisions/judgments on his/her own.

Ability to manage challenging visitors and employees.

Must have strong verbal and written skills, as well as good interpersonal skills. Excellent public relations and diplomatic skills required.

Must be computer literate and proven knowledgeable in computer applications/programs.

Experience in cultural property protection is a plus.

Ability to respond appropriately to emergencies, ad-hoc situations and work under pressure. Ability to address and resolve conflicts.

Must be physically fit to respond quickly to alarms and/or emergencies. Also, able to stand and/or walk for extended periods of time, climb ladders, lift or move equipment, packages, etc., lift or move stanchions and barricades.

May be routinely exposed to moderate safety hazards while on patrol throughout the Museum, particularly on the evening and night shift when lights have been turned off and flashlights are used for visibility.

May be exposed to all climatic conditions when patrolling outside the Museum.

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Floor Operations Team Supervisor

Location: Chicago, IL

The Floor Operations Team Supervisor is responsible for ensuring effective and excellent customer service for members, donors and general museum visitors.

He/she strives to create a welcoming environment through positive staff-member interaction and supports the Floor Operations Manager in providing the Museum's members, donors and general visitors with high quality experiences and promotion of membership sales to meet revenue goals.

The Floor Operations Team Supervisor will report to the Membership Manager.

Qualifications

Minimum two years of supervisory experience in a fast-paced customer service sales environment required, with high level of sales and cash transactions.

Ability to adhere to and execute the policies and procedures within the Membership unit of the Institutional Advancement department.

Open schedule availability – must be able to work weekends and holidays.
Proficiency in Patron's Edge, Ticket Return, and Raiser's Edge preferred.

Proficient with Google docs and Microsoft Office programs, particularly Word and Excel. Strong written and verbal communication skills, with strong attention to detail, and ability to communicate with all Museum staff levels and donor base.

Ability to prioritize and implement strategic plans in a multiple-priority environment. Capacity to thoroughly evaluate situations, remain calm and respond under pressure.

Must be able to work diplomatically and creatively in a diverse team environment, with ability to motivate others for team and individual growth.

Able to stand, move or sit for long periods of time; ability to lift up to 25 lbs; these expectations can be accommodated.

Apply online at <http://www.fieldmuseum.org/about/careers>

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Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance.

We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line

Monitor and maintain the flow of guests into ticketed exhibitions
Process ticket orders (cash or credit card) using the Museum's ticketing software
Provide excellent face-to-face customer service for Museum visitors
Staff coat check operations - check bags, coats and renting strollers/wheelchairs

Facilitate the admission process by providing information to visitors as they wait in line.
Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment
Must be available at least one weekend day per week
Must possess excellent communication skills
Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills
Must be able to stand, sit and move to different posts throughout a shift. • This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

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Hall Program and Volunteer Administrator

Location: Chicago, IL

The Hall Program and Volunteer Administrator will recruit, train and manage a core group of Public Program adult and teen volunteers that will facilitate inquiry-based programming in The Field Museum's early childhood center, the Crown Family PlayLab, and in the Museum's exhibition halls.

In collaboration with Education team members, the Program and Volunteer Administrator will assess and revamp object-based, hands-on carts and develop a plan for frequent utilization with the goal of transforming the visitor experience and deepening the impact of education programs. This role will also partner with the Digital Learning team to develop a suite of engagement opportunities for teens that exposes them to the relevance of science and provides a format to acquire/enhance digital literacy and 21st century learning expertise. In addition, the individual in this role will serve as Education's point person in the Crown Family PlayLab 4-6 days per month and assist with general public program needs. The Hall Program and Volunteer Administrator will report to the Public Programs Manager.

Qualifications

Bachelor's degree, with emphasis on life sciences, physical science, anthropology and/or education; Master's degree preferred

Minimum three to five years of volunteer management experience

Knowledge of research in informal education

Excellent communication skills, both written and oral

Demonstrated ability to successfully craft proposals and reports and meet program goals

Experience developing and implementing training sessions for adults and/or teens

Knowledge of research in informal education, curriculum and instruction and/or science/social science education

Demonstrated ability to work with multiple age groups, from early childhood to adult

Demonstrated success developing and implementing out-of-school time programming for teens

Ability to work independently with attention to detail

Strong organizational skills

Bilingual candidates a plus

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Major Gifts Officer

Location: Chicago, IL

The Major Gifts Officer will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

Qualifications

Understands mission and goals of The Field Museum

Bachelor's degree required from four-year college or university; masters degree preferred

A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving

Successful track record of fundraising with major donors

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities

Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities

Ability to work well with a variety of people in a dynamic environment; high energy; focus; collaborative spirit

Campaign experience preferred

Project management experience preferred

Familiarity with the Chicago-area philanthropic community preferred

Outstanding writing, speaking, and interpersonal skills

Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries

Self-directed and proactive

Able to manage confidential information with discretion

Detail-oriented with a strong focus on quality and accuracy

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Individual Giving Specialist

Location: Chicago, IL

The Individual Giving Specialist works as part of the Annual Giving Team to meet unrestricted individual fundraising goals. This includes communications and event management, Encounters Program management, creating and managing online strategies and electronic communications, and volunteer committee staffing. The individual in this role is also responsible for prospect research.

This is a full-time (35 hours/week), benefits eligible position.

Responsibilities

Manage the Encounters Program, which offers three educational tracks with learning opportunities for Annual Fund donors, both in person and e-communications

Create and manage online newsletters, email blasts, and other electronic communications and solicitations

Communicate strategy, budget, execution and evaluation for Founders' Council and Annual Fund events

Maintain portfolio of individual donors for personalized cultivation, solicitation, and stewardship

Assist in communication, stewardship, and event planning for major gifts and auxiliary groups

Maintain content of Individual Giving web pages and social network marketing for Institutional Advancement

Conduct prospect research for potential new and upgrading annual donors at all levels

Manage donor recognition listing in Stanley Field Hall

Qualifications

Bachelor's degree required; 2-5 years in a non-profit environment, preferably in development

Microsoft Office proficient

Working knowledge of Raiser's Edge preferred

Familiarity with online prospect research tools

Experience managing budgets; project and events management skills preferred

Adobe Creative Suite experience a plus

High level of comfort and experience interacting with donors, vendors, and staff is imperative

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Team Leader, Housekeeping

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, position is 2nd shift (2:30pm - 11:00pm).

Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures

Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment

Investigates new and improved cleaning instruments and methods

Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment

Coordinates work efforts to improve productivity

Other duties as assigned

Qualifications

High School Graduate

Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge

Knowledge and familiarity with chemical use and dilution rates

Communicate effectively both orally and written

Ability to successfully demonstrate leadership abilities

Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook

Ability to work all shifts during training period

Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources

Must be able to stand and walk for long periods

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