



Field Service Technician

Job ID 15007301

Ready Refresh by Nestle Waters

Field Service Technician

Location: Northbrook, IL

Shift/Hours: Monday-Friday

7am start till workload completed

Qualifications

Required Experience:

- A high school diploma, GED, or equivalent experience
- Previous experience working with Point Of Use equipment and/ or Office Coffee brewer equipment, and or other related product lines is preferred
- Prior HVAC experience, plumbing experience, water filtration, and/or auto mechanical technical experience is strongly preferred but not required
- Motor Vehicle Record - in the last 3 years only 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents
- Motor Vehicle Record (last 7 years) - no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at-fault fatal incident
- Conditional offer requirements for this role include an extensive criminal background check and pre-employment drug screen

Required Skills:

- Must be an articulate verbal communicator - Must possess strong organizational skills and a customer centric focus - Must display a high degree of initiative combined with a commitment to high quality work standards - Must be technically inclined and detail oriented - Must be able to work both independently and as part of a team

This is a tremendous opportunity! We offer a competitive hourly rate based on education, experience, and other qualifications. Nestle Waters North America offers comprehensive benefits including medical, prescription, dental, vision, flex, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, internal promotional growth opportunities and more!

Equal Opportunity Employer

M/F/D/A/V

Apply online at <https://www.nestlewaterscareers.com/job/northbrook/field-service-technician/1822/864779>

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Direct Store Delivery Driver

Job ID 15007227

Date posted 10/06/2015

Direct Store Delivery Representative

Ready Refresh by Nestle Waters

Daily Reporting Location: Chicago, IL

Compensation: Salary + Generous commission structure

Guaranteed commission inclusive in the offer!! Ability to make \$50K+ your first year!!

Qualifications

The DSD Route Sales Representative may be the right fit if you enjoy a challenge, have a history of exceeding performance goals, are persistent, and have high energy.

Key Qualification include:

High school diploma or GED or equivalent experience

Ability to secure and/or maintain CDL Class B with airbrake endorsement

Clean driving record

Sales experience preferred

Strong face-to-face sales/negotiation skills

Service-oriented

Ability to work independently

Ability to effectively interact with people from diverse backgrounds

Good organizational skills

Ability work in different types of weather

Ability to manage time and work efficiently

Ability to lift and carry an average of 300+ product units per day, each weighing up to 45 pounds, using product handling tools as appropriate, with or without a reasonable accommodation

Ability to climb in and out of a commercial vehicle on average 30-40 times per day

Ability to work an average 45 hour week or more, including variable start/end times

Ability to alternately sit, stand, push, pull and walk all day, with or without a reasonable accommodation

Equal Opportunity Employer

M/F/D/A/V

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Forklift Operator- Hiring Immediately

Job ID 15007313

Date posted 10/06/2015

Ready Refresh by Nestle Waters

Position: Full Time Forklift Operator

Shift: 8pm to 4:30am / Sunday- Thursday (overnights)

Location: Woodridge, IL

We offer competitive pay, comprehensive benefits to include medical, prescription, dental, vision, flex time, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

A natural resource like water...and a natural achiever like you, you're meant for each other.

That's why a career with Nestle Waters Direct, the #1 bottled water delivery company in North America, is the right fit for you!

The Forklift Operator / Warehouse Associate is responsible for ensuring that our product is moved within our warehouse in a safe and efficient manner, that proper inventory is maintained, and good housekeeping and warehouse standards are upheld.

Qualifications

Key Qualifications:

1-3+ years of forklift and/or warehouse experience preferred

Ability to lift up to 60 lbs. as needed

Willingness to work a second or third shift (based on location)

Able to work days other than Monday thru Friday, based on business needs

Ability to work both indoors and outdoors in all weather conditions

Possess basic computer knowledge

Equal Opportunity Employer

M/F/D/A/V

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <https://www.nestlewaterscareers.com/job/woodridge/forklift-operator-hiring-immediately/1822/865012>

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Job Title: Residential Care Worker Trainee

Agency: Human Services
Closing Date/Time: Mon. 11/02/15 11:59 PM Central Time
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 3
Plan/BU: RC009
Bid ID#: 10-44-ICRE-93253, 93254, 93255

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision for a period of three to twelve months, carries out the activities of a unit engaged in the care, treatment and development of physically handicapped children; trains children in recreational, occupational and daily living activities; works closely with supervisory staff as well as other professional staff in making a coordinated with effective treatment program for each child. Require on-going training on policies, procedures and child care and school philosophies.

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to an Associates degree in child care, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a daycare facility or a Head Start Program.

Work Hours & Location/Agency Contact: Shift Varies
IDHS/DRS/ICRE-Roosevelt, 1950 W. Roosevelt Rd., Chicago, IL 60608
ATTN: Benjamin Davis

312/433-3147 - Voice
312/433-3056 - Fax

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: Administrative Assistant I - Opt J3

Agency: Juvenile Justice
Closing Date/Time: Tue. 11/03/15 3:30 PM Central Time
Salary: \$4,159.00 - \$6,500.00 monthly
\$49,908.00 - \$78,000.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: IDJJ-27-15-15-0436

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road
St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S.
Human Resources Representative
Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax)
susan.swegle@doc.illinois.gov

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).

Option J3 - Dept Of Juvenile Justice

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Job Title: Corrections Supply Supervisor I

Agency: Juvenile Justice
Closing Date/Time: Mon. 11/02/15 3:30 PM Central Time
Salary: \$3,994.00 - \$5,867.00 monthly
\$47,928.00 - \$70,404.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDJJ-27-15-15-0393A

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school or completion of an approved training course; requires four years progressively responsible experience in the keeping of stores and stores records; requires thorough knowledge of storekeeping and warehousing methods and procedures; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires thorough knowledge of inventory and other control methods and procedures; requires extensive knowledge of purchasing and requisitioning procedures, uses and grading of different types of merchandise; requires working knowledge of transportation agencies and shipping, purchasing and requisitioning methods and procedures; requires completion of an approved course in guard training within six months of employment; requires physical ability to carry out duties assigned.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:00am - 4:00pm (Saturday/Sunday off)
Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175
Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax) susan.swegle@doc.illinois.gov

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: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Thu. 11/05/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-92-93563

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Kane/Aurora FCRC, 361 Old Indian Trail, Aurora, IL 60506

Bidding Contact:

Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

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/ Mobility Instructor

Agency: Human Services
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 10-58-93482

Minimum Requirements:

Requires a Master's degree with major course work in Orientation and Mobility or a Bachelor's degree in Orientation and Mobility plus two (2) years of supervised experience in instruction of persons with visual impairments.

Requires one year professional experience in orientation and mobility as gained from completion of an agency-sponsored training program. Requires ability to travel.

Work Hours & Location/Agency Contact: Division of Rehabilitation Services
Bureau of Blind Services, 303 North Main Street Suite 100, Rockford

Hours of work: 8:30am to 5:00pm

How to Apply:

Please submit applications to:
Contractual Rights Hiring Unit
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116

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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Route Operations Leadership

Job ID 15007386

Date posted 10/10/2015

Description

Route Operations Leadership (Unit Leader)

The Route Operations Leadership role provides coaching, development and leadership to front-line Route Sales employees, as assigned to his or her team or area of service (branches). Roles that report to the Route Sales/Operations Leader include Route Sales Representative (RSR), Direct Sales Delivery RSR, Route Training Mentors and Route Relief Specialists.

Qualifications

- Alignment and commitment to NWN's Aspirations & Beliefs (core values)
- Capacity, confidence and influence in leading individual & team goal attainment
- Previous internal experience to include Route Sales and leadership roles
- External experience in front-line leadership, sales, or route sales roles
- Previous direct sales (B2B) is desired, capability to teach selling skills is required
- Written & verbal communication skills, ability to set clear expectations with direct reports
- Ability to create accountability in direct reports, through quantitative and qualitative goal attainment
- Able to provide training & development to direct reports, coach performance
- Competent in Performance Feedback processes (verbal/written documentation) & delivery
- Ability to analyze data to evaluate and coach team members towards performance improvement
- Capacity to organize workflow, define activities and meet commitments
- Passion to coach direct reports via daily interaction and work-with's on-route (target 3 per week)
- Team player, collaborative leader, and problem solver
- Possesses exceptional work ethic, energy, and drive
- High school required, college degree preferred

This is a tremendous opportunity with a world-class organization! We offer competitive pay, car allowance, annual bonus in addition to comprehensive benefits including medical, prescription, dental, vision, flex, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <https://www.nestlewaterscareers.com/job/woodridge/route-operations-leadership/1822/889864>

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Route Sales Delivery Driver

Job ID 15007561

Date posted 10/16/2015

Ready Refresh by Nestle Waters- Route Service and Delivery Driver

Location: Chicago, IL

Schedule/ Hours: Monday through Friday + occasional Saturdays (approximately 1 per month) 6am start time until the daily delivery workload is completed

Required Qualifications include: High School diploma, GED, or equivalent work experience. Ability to secure and maintain a CDL Class B license with the proper endorsements

Preferred Qualifications: At least 6 months to 1 year of work experience in a delivery driving role . Work history involving outdoor and/or physical labor work
Relatable delivery or merchandising work history, and/or prior sales or customer service experience

Motor Vehicle Record Requirements (firm):

Motor Vehicle Report: no more than 2 moving violations in the last 3 years

Motor Vehicle Report: (last 7 years) displaying no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal incident
Must be 21 years of age or older (DOT requirement)

Qualifications

Key qualifications include:

High School diploma, GED, or equivalent work experience

Ability to secure and maintain CDL Class B license with airbrake endorsement

Motor Vehicle Record - in the last 3 years only 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents

Motor Vehicle Record (last 7 years) - no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at-fault fatal incident

Must be 21 years of age or older (DOT requirement)

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <https://www.nestlewaterscareers.com/job/chicago/route-sales-delivery-driver/1822/914033>

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Forklift Operator - Full Time

Job ID 15007551

Date posted 10/16/2015

Ready Refresh by Nestle Waters

Position: Full Time Forklift Operator

Shift: 7pm to 3:30am / Monday-Friday (overnights)

Location: Chicago, IL

We offer competitive pay, comprehensive benefits to include medical, prescription, dental, vision, flex time, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

Key qualifications include:

High school diploma or GED

One or more years prior forklift experience with a solid safety record, ideally in a fast paced forklift environment

Prior exposure to manufacturing desired, preferably the food or beverage industry with knowledge of GMPs

Solid computer skills, including Word, Excel, Outlook and the use of warehouse management systems (WMS) and business management software, SAP preferred

Demonstrated sense of urgency and comfort working in a fast pace forklift environment

Ability to work independently or with a team with solid communication skills

Solid problem solving and decision making skills

Ability to move/lift 50 lbs various times over a 12 hour shift, basic math and reading skills

Willingness to work holidays and weekends as we are a 24/7 business operating through most weekends and holidays

Ability to successfully complete an online skills assessment prior to onsite interview

Successful completion of a post offer physical, drug screen and background check are required

Willingness and ability to work in a warehouse with minimal temperature control, exposed to local temperature variations (hot & cold)

This is a tremendous opportunity! We offer competitive pay based on education, experience, and other qualifications. Nestle Waters North America offers comprehensive benefits including medical, prescription, dental, vision, flex, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

Equal Opportunity Employer

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Apply online at <https://www.nestlewaterscareers.com/job/chicago/forklift-operator-full-time/1822/914035>

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

Position Summary

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent.

Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements.

Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department.

EPA 608 Certification in refrigerant handling and recycling is a plus.

ASE Transit Bus or Medium/Heavy Truck Certifications is a plus.

Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS: Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

PHYSICAL REQUIREMENTS

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus.

Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl.

Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor. Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Job Title: Major Gifts Officer

Department: External Affairs/Individual and Major Giving

Status: Full-Time

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum. This individual actively participates in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders. Responsibilities include interacting with and soliciting donors and friends for annual gifts, major gifts and planned gifts as appropriate. The Major Gifts Officer also works directly with all other fundraisers, senior staff and volunteer leadership.

Responsibilities include, but are not limited to, the following: Manage a prospect portfolio of approximately 125-175 prospects, and manage the qualification of a select group of suspects. Management of the prospect portfolio includes: Development of written solicitation plans for new and current major gift prospects within prospect and suspect portfolio. Developing relationships with prospects through various cultivation calls, letters and handwritten notes. Completing 150-200 quality contacts per year with prospects from portfolio. Development and writing of donor cultivation materials, acknowledgements, solicitor training materials and reports. Produce personalized proposals for individual support. Coordinate and provide assistance in the design of strategies for cultivating and soliciting donors held in portfolios of senior staff and volunteer leadership. With other External Affairs staff, identify, qualify and research new donor prospects. Assist in Individual and Major Giving events and other donor meetings for cultivation and stewardship. Work with Director to complete other tasks as assigned to help meet institutional goals. Carry out supervisory responsibilities as needed, in accordance with the organization's policies and applicable laws.

Qualifications: Bachelor's degree from four-year college or university and/or four to six years of related experience and/or training, or equivalent combination of education and experience. A minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered. Familiar with Blackbaud Raiser's Edge 7.0 a plus. Understands mission and goals of the Museum of Science and Industry. Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities. Detail-oriented with a strong focus on quality and accuracy. Able to manage confidential information with discretion. Self-directed and proactive.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Senior Coordinator of Guest-Facing Programs

Division: Education and Guest Services

Status: Full Time

This individual leads the Museum guest-facing volunteer captains and volunteers in providing exhibit content in a positive, fun, inclusive and educational capacity. The Senior Coordinator of Guest-Facing Volunteers works with team captains to ensure facilitation content is being communicated to guests in an engaging capacity that inspires children to achieve in science, technology, engineering and medicine. The Senior Coordinator of Guest-Facing Volunteer Programs will lead the volunteer captains in their role of team communication and planning fun, team-based recognition events.

Qualifications:

Bachelor's degree from four-year college or university, and one to two years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Knowledge of Raiser's Edge Development software.

Proficiency in Microsoft Office software.

Excellent writing, communication and facilitation skills.

Strong organizational skills.

Previous experience in training others on new programs or concepts.

Research skills. Ability to work independently.

High energy and strong interpersonal skills.

Background in improv and science.

Available for a five-day workweek that includes weekends.

Available to work occasional evening events.

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Building Security Officer

At Your Service (AYS) is hiring at the United Center, home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks a well-organized individual to be Building Security Officer.

Responsibilities include but are not limited to: enforcing compliance with building security procedures, inspecting and screening employee, contractor, and media bags, and handling guest complaint resolution.

The ideal candidate will have good communication skills, leadership ability and good interpersonal skills.

Security experience is a plus.

Must have weekend and holiday availability and a valid driver's license.

Average hours will not exceed 30 hours per week.

No phone calls please.
EOE in a Drug Free Workplace

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612

Attn: Human Resources
FAX: (312) 455-4750

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Crowd Manager

At Your Service (AYS) is hiring at the United Center, a premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks a well-organized individual to be Crowd Manager.

Responsibilities include but are not limited to: enforcing all guest conduct policies, assisting guests with disabilities and imparting guest information and direction, guest complaint resolution, limiting access to restricted areas, clearing seating areas and concourses post-event, and facility policy enforcement.

The ideal candidate will have good communication skills, leadership ability and good interpersonal skills.

Must have evening, weekend, and holiday availability.

Average hours will not exceed 30 hours per week.

Salary requirements MUST accompany application and/or resume.

No phone calls please.
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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Guest Services Team Leader

At Your Service (AYS) is hiring at the United Center, a premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks well-organized individual to fill position of Guest Services Team Leader.

Responsibilities include but are not limited to: supervising event staff, assisting the manager on duty, new hire orientation, and administration of Guest Services department training.

Candidate must be able to handle multiple projects in a timely and efficient manner.

Candidate must also have flexible availability including evening and weekend hours. Average hours may total approximately 20 hours per week.

Some college or one to two years related experience preferred.

Competitive salary and benefits. Salary requirements **MUST** accompany application and/or resume.

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EOE in a Drug Free Workplace

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LEVY RESTAURANTS

Levy is currently hiring for the following positions:

Concessions - Runners

Banquets - Porter

Chicago Stadium Club - Hostess, Server Bartender,
Server Assistant

Ketel One - Hostess, Bartender, Server

Theater Box - Hostess, Barback

BMO Harris Club - Server, Barback, Hostess

Sanitation - Housekeeping/Laundry Room

Culinary - Cook, Dishwashers, Porters, Carvers

Levy Restaurants is currently hiring for the following positions at the Oak Brook, Michigan Ave, and NEW Old Orchard Blackhawks Retail locations

Retail - Sales Associate, Retail Warehouse Associate, Supervisor

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs> or you can fax your resume to 312-455-7515.

No phone calls please.

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