



Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus. Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

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Recreation Leader (H) YEAR ROUND Job ID: 1889

Closing Date: 02/24/2015

Recreation/Recreation Leader

Date Posted: 2/10/2015

Location: Austin Town Hall

Region: Central

(YEAR ROUND POSITION) up to 25 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 1956

Closing Date: 03/03/2015

Recreation/Recreation Leader

Date Posted: 2/17/2015

Location: Douglas Park

Region: Central

Additional Information: Show/Hide

(YEAR ROUND POSITION) up to 16 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Server- Liberty Tavern (Full time) (Job Number: HOT015YT)

Work Locations: Hilton Rosemont 5550 North River Road Rosemont 60018-5194

Job: Bars and Restaurants

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Day Job

Job Level: Team Member

A Food Server with Hilton Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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**Senior Sales Manager - Hiltons of Chicago Sales Complex
(Job Number: HOT0173H)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

Job: Sales

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Day Job

Job Level: Manager

A Senior Sales Manager for the Hilton Event Sales Center in Chicago represents multiple hotels in the development of market segment(s) and new customer relationships while maintaining existing relationships with assigned accounts while consistently striving to maximize revenue in rooms, public space, food and beverage and ancillary products and services. Responsibilities include:

What will I be doing?

A Senior Sales Manager for the Hilton Event Sales Center in Chicago represents multiple hotels in the development of market segment(s) and new customer relationships while maintaining existing relationships with assigned accounts while consistently striving to maximize revenue in rooms, public space, food and beverage and ancillary products and services.

Responsibilities include:

- Represent hotels by soliciting, responding to and negotiating with persons requiring smaller and complex group accommodations (generally under 100 rooms) with or without meeting space and/or on-site (hotel) catering, based upon market segment and account files assigned by the Director of Sales and Marketing.
- Represent hotels in significant interactions dealing with customers relative to sales and operational questions, concerns, and issues.
- Negotiate contracts with customers and commission agreements with third party agencies.
- Initiate the preparation of proposals and/or contracts to advise prospective customers primarily of the hotel guest rooms, but also meeting space and/or banquet date, space and rate availability.
- Develop and quote prices for same.
- Engage in outside sales activities to discuss business opportunities and entertain customers in local and assigned markets (percentage of travel dependent on specific market).
- Direct site visits and H.O.S.T. programs for respective accounts and participates in tradeshow, industry and customer events.
- Attend weekly sales departmental meeting and other scheduled meetings to support business operations, e.g., tentative review, lost business review, group-pick up, etc.

EOE/AA/Disabled/Veterans

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Senior Catering Sales Manager - Social Catering (Job Number: HOT016KV)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

Job: Catering and Event Services

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Day Job

Job Level: Manager

Serves as the hotel representative to prospective clients and customers who need to rent rooms, meeting space, food and beverage service, etc. Responds to sales inquiries, initiates new sales, prospects and qualifies leads and solicits potential clients, entertains clients, conducts site visits and answers questions, determines rates, prepares proposals, negotiates contracts, services accounts and analyzes lost business for the hotel/s. Develops sales plans and strategies to meet or exceed established revenue and room night goals. Works with various departments to ensure requested services are provided to customers.

What will it be like to work for this Hilton Worldwide Brand?

At Conrad Hotels & Resorts, smart luxury is at the core of everything we do. At each location, spanning five different continents including some of the world's greatest gateway cities and most sought-after destinations, luxury begins with the individual. We offer our guests one-of-a-kind experiences with sophisticated, locally inspired surroundings. Service that's more than personal, it's intuitive. And connections to people and places around the corner, and halfway around the world. We are the destination of a new generation of global travelers for whom life, business and pleasure seamlessly intersect.

Conrad Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

EOE/AA/Disabled/Veterans

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Room Attendant - Part Time (Job Number: HOU016XM)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Housekeeping and Laundry

Schedule: Part-time

Brand: Hampton

Shift: Full Availability

Job Level: Team Member

A Room Attendant with Hampton Inn and Suites is responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

EOE/AA/Disabled/Veterans

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Part-Time Administrative Assistant

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Serves as assistant to the Department Manager of Administration. Assists with various administrative projects including data entry into the new energy management system, coordinating the scanning/filing of utility bills for the Accounting Department, organizing/scanning the purchasing card expense reports and data entry for fleet mileage logs. Handles records management work requests, monitors footprint service tickets and assists with other duties as required.

Qualifications:

Associate's degree required. Bachelor's degree preferred. 1-2 years of administrative work experience required. Intermediate skill level for Word, Excel and Outlook.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=669

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights
Office: Revenue Services
Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting

Apply online at

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Special Project Coordinator Job ID: 1950

Closing Date: 3/4/15

Date Posted: 2/18/2015

Location: Community Recreation - Aquatics

Region: Districtwide

CHARACTERISTICS OF THE CLASS: Under direction, facilitates the development, implementation and promotion of Chicago Park District projects. Coordinates efforts between departments to achieve results. Performs liaison services between Chicago Park District and community groups, agencies and individuals interested in the Chicago Park District co-sponsoring projects, programs and events. Performs related duties as required.

EXAMPLES OF DUTIES: Helps coordinate programs and communication components of Chicago Park District projects. Establishes and maintains contacts with communities. Serves as Chicago Park District liaison with outside agencies in planning special projects and special events. Attends planning meets as a Chicago Park District representative. Communicates information, schedules follow-up activities and monitors progress. Prepares reports and promotional material on special projects. Provides technical assistance for incorporating effective promotional practices into planning agendas. Counsels park managers on organizing events for maximum positive visibility. Helps highlight key promotional elements in order to achieve greater interest from the community. Lends creative support for individual displays, publicity and promotional efforts. Adapts special techniques to analyze the success of such efforts in a park and recreational setting. Works with other contributing departments to develop evaluation tools with project potential interest and cost.

MINIMUM QUALIFICATIONS: Training and Experience: Graduation from an accredited college or university, supplemented by three (3) or more years of promotional work experience or an equivalent combination of training and experience is required. A Bachelor's degree in Communications, Public Relations, Marketing, Journalism, and Business is preferred. Experience in a service oriented environment is recommended.

Knowledge, Skills and Abilities:

Knowledge of contemporary PR practices. Knowledge of public policy principles. Ability to plan, organize and effectively present ideas and concepts both in writing and verbally. Ability to relate to community groups. Creative writing and editing skills.

Career Service: Exempt EEO: Para-Professional FLSA: Non-Exempt

Salary: \$56,478.67

Apply online at

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Attendant -DISTRICTWIDE (SEASONAL) Job ID: 1907

Closing Date: 03/15/2015

Custodial/Attendant (S)

Date Posted: 2/13/2015

Location: DISTRICTWIDE

Region: Districtwide

Along with new applicants, this posting is also intended for returning Attendants (from 2014).

CHARACTERISTICS OF THE CLASS

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Salary: \$13.64 per hour

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Intern (Seasonal) - Summer Food Program Job ID: 1934

Closing Date: 03/03/2015

Administrative/Intern (H)

Date Posted: 2/17/2015

Location: Central Administration Building

Region: Administration

PROGRAM DESCRIPTION: This program provides nutritious meals to children who participate in park programs during the summer. Staff will ensure that parks are complying with city and state regulations regarding safe food handling.

TITLE: INTERN (SEASONAL)

Will collect and enter data regarding meal counts for reporting to CPD and ISBE for the Summer Food Program

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$12.15

Apply online at

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PHLEBOTOMIST I

Department: Lab -- West Suburban

Schedule: Registry

Shift: Rotation

Job Details: JOB SUMMARY

Performs phlebotomy and follows established aseptic blood drawing procedures and techniques.

Performs routine, timed, and emergency phlebotomy and venipuncture work; determines best site for venipuncture, draws blood, and labels; performs related clerical and support services within the laboratory.

JOB QUALIFICATIONS

1. Phlebotomy certification recommended.
2. Level of knowledge normally attained through high school.
3. Six months on the job training in venipuncture.
4. The ability to work with patients in a courteous and professional manner.
5. The ability to determine the best vein/venipuncture site.
6. The technical skill necessary to perform proper/aseptic blood drawing techniques and obtain blood specimens with minimal delay and pain to the patient and to perform autonomous and therapeutic collections.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100100130

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Intern (Seasonal) Monitor Job ID: 1954

Closing Date:03/03/2015

Administrative/Intern (H)

Date Posted: 2/17/2015

Location: Central Administration Building

Region: Administration

CHARACTERISTICS OF THE CLASS: Will visit park locations to ensure parks are compliance with State regulations and the Dept of Health regulations for the Summer Food Program. Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier , calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.31 per hour

Apply online at

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INTERN (Seasonal) -Baseball Job ID: 1961

Closing Date: 03/03/15

Administrative/Intern (H)

Date Posted: 2/18/2015

Location: NORTH REGION - LOYOLA PARK

CHICAGO PARK DISTRICT - DEPARTMENT OF HUMAN RESOURCES

Level: 2601

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Career Service
Salary \$11.77/hr

EEO: Administrative Support

FLSA: Non-Exempt

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Health and Wellness Director

We are looking for a leader who is passionate about Health & Wellness to join a dynamic team of professionals.

Location: Berwyn, IL

Qualifications: CPR, First Aid, AED (must obtain within 90 days of employment). New Employee Orientation (must obtain within 90 days of employment). Department Specific Redwoods Insurance Trainings (must obtain within 90 days of employment) Nationally accredited and/or YMCA Fitness Certifications preferred

Essential Functions: Build, monitor and maintain budgets for all assigned departments. Meet program financial goals, participation targets and quality and safety standards. Track, compile and report program statistics that will accurately reflect the condition of the program. Ensures programs are aligned with cause in accordance with strategic and operating plans. Develops new program and meets the needs of participants and reaches under-served segments. Responsible for recruiting, hiring, training, monitoring and terminating personnel in each department. Schedule staff to adequately supervise programs and ensure a safe environment. Review and evaluate staff performance and develop strategies to motivate and engage staff. Ensure staff certifications and records are current and complete. Process bi-monthly payroll. Ability to set up and take down equipment and teach a wide range of wellness classes. Builds relationships with and among members, creates a supportive community environment, assists in recruiting and engaging new members and connects members to the YMCA's cause Communicate information with participants, parents or other persons associated with the programs. Communicate with supervisor to report on issues, concerns and successes of the programs. Bid and purchase necessary program equipment and supplies. Assist in the marketing and distribution of program information. Develop and maintain collaborative relationships within the community. Communicate with third party program stakeholders. Create and ensure safe and welcoming environment Ability to enforce policies, problem solve and handle emergency situations Ability to assist and communicate with all populations of people regardless of race, age, and special needs. Demonstrate the YMCA core values of Caring, Honesty, Respect and Responsibility. Attend trainings when appropriate. Support YMCA special events, signature events, and campaigns. Perform all tasks to the best of your ability and with a positive attitude. Other duties assigned by the Associate Executive Director and/or Executive Director/CEO

Salary: \$30,000.00 - \$39,000.00

How to Apply: Apply by Email: seniorprogram@pavymca.org

Apply by Mail to: Kevin Klein, 2947 Oak Park Ave, Berwyn IL, 60402-3048

Resumes Accepted Until: 3/6/2015

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Competitive Swim Team Director

YMCA - The West Cook YMCAs

Location: Oak Park, IL

Qualifications: BA from four-year college or university in recreation management, physical education, related field or equivalent. Minimum six (6) years experience as a USA Swimming registered swim coach with three (3) years as a Head Coach. YMCA swim team coaching experience preferred. Minimum USA Swimming certified and American Swimming Coaches Association (ASCA) Level 3 certification or equivalent preferred. YMCA certification by start date. Sensitivity to needs of population served. Have passion for swimming and swimmers of all levels. Strong organizational and communication skills required. Fiscal skills and prior responsibility required. Proficient with computer software including Hy-tek Team Manager, Meet Manager, Team Unify, and other general computer skills.

Cause-Driven Leadership® Competencies

Values: Demonstrates in word and action the Y's core values of caring, honesty, respect, and responsibility, and a commitment to the Y's mission, in all matters at all times.

Community: Delivers the benefits of good health, strong connections, greater self-confidence, and a sense of security to all who seek it.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

Developing Others: Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.

Decision Making: Integrates logic, intuition, and sound judgment to analyze information to identify greatest opportunities, make sound decisions, and solve problems.

Functional Expertise: Has the functional and technical knowledge and skill to do the job at a high level of accomplishment.

Project Management: Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.

Quality Results: Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.

Required Certifications

Minimum USA Swimming certified and American Swimming Coaches Association (ASCA) Level 3 certification or equivalent preferred. YMCA certification by start date.

Salary: \$40,000.00 - \$45,000.00

How to Apply: Apply by Email: jaridgew@gmail.com

Resumes Accepted Until 3/15/2015

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Sales Associate - Water Tower Place #3004

Department: Retail Operations

Reports to: Store Manager

Direct Reports: No

FLSA Status: Non - Exempt

Location: Retail - In Store

Job Description:

Want more than just a job? Join Forever 21's Retail Operations Team and showcase your fashion retailer skills while working with our exceptional retail staff!

Deliverables: Greets and provides excellent customer service while obtaining maximum sales results. Maintains a friendly, professional behavior at all times with customers, supervisors, and co-workers. Ensures the store maintains its excellent visual presentation.

Knowledge, Skills, and Qualifications: Experience dealing with the public
High school graduate : Some college/college graduate preferred
Customer service and sales related experience/exposure
Creative/fashion flair experience/exposure

Joining the Forever 21 family means joining an incredible team of talented, passionate and innovative people who work together to bring fashion to everyone, everywhere. We're always on the lookout for talented individuals eager to thrive in our fast-paced, dynamic environment filled with vast opportunities for career growth and development. This is a place where your ideas become actualized, creativity is encouraged and the possibilities are endless. Be part of something epic. Be part of Forever 21. Apply today!

Job Code : 16325

Division : Field - Region : Central

Location : 3004 - F21 - Water Tower Place, Chicago IL US 60611

% of Travel Required : None

Job Type : Full Time

Career Level : Entry Level

Education : High School or equivalent

Category : Retail - Field Operations, Sales & Business Development

Offer Relocation : No

Shift/Hours : First Shift (Day)

Apply online at https://forever21.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=16325&referrer=120&site_id=148&view_language=en-US

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INTERN (Seasonal) -Volleyball Job ID: 1962

Closing Date: 03/03/2015

Administrative/Intern (H)

Date Posted: 2/18/2015

Location: NORTH REGION - LINCOLN PARK CULTURAL CENTER

CHICAGO PARK DISTRICT - DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION: Level: 2601

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Career Service EEO: Administrative Support
Salary \$11.77/ hr

FLSA: Non-Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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MARKETING ASSISTANT Job ID: 1953

Closing Date: 03/03/2015

Administrative/Marketing Assistant

Date Posted: 2/17/2015

Location: *Marketing Department*

Assists in the research, development, implementation and promotion of Park District programs.

PRINCIPLE ACCOUNTABILITIES:

1. Maintains a calendar of events to generate press releases, brochures and web site information.
2. Creates marketing materials to inform the public of upcoming events.
3. Maintains and creates an internal Park District directory.
4. Prepares press releases to promote region activities to the public.
5. Prepares news clippings to verify publicity, review local newspapers for Park District reference.
6. Maintains a photo archive for easy access and reference to locate photos for press releases, brochures and the website.
7. Distribute marketing material to the parks and other locations.

Education Required:

High School Diploma or GED equivalent

Experience Required:

One to three (1-3) years of marketing or communications experience.

2015 Salary: \$37,118.00 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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