



## **Manager, Guest Experiences**

Department: Guest Experiences

Status: Full Time

Essential duties and responsibilities for the Manager, Guest Experiences include, but are not limited to, the following:

- Monitor the operational effectiveness of Facilitator programs and activities
- Identify staffing needs and coordinate resources to satisfy those needs
- Manage the Facilitator staffing process
- Proactively identify problems and address gaps
- Represent Guest Experiences on cross-functional Museum teams
- Recruit, hire, and manage team of 3 – 5 Senior Coordinators, Guest Experiences
- Provide regular feedback and coaching to Senior Coordinators, Guest Experiences
- Address escalated guest issues or concerns
- Monitor current programs to ensure they are achieving guest engagement goals
- Work with Coordinators, Developers and Manager, Guest Programs to ensure future programs will achieve guest engagement goals
- Provide feedback to Facilitators on guest engagement skills
- Act as liaison with Exhibits team to ensure exhibits are designed to foster guest engagement and to coordinate changes to current exhibits
- Responsible for performance evaluations

### Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment. Required qualifications are as follows: Master's degree in science-related field or equivalent, preferred. Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience Six to ten years of strong management experience, including team management and project management skills. Theater experience or strong familiarity with improvisation important. Demonstrated successful collaboration experience and negotiating skills Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies. Excellent verbal, written communication skills Positive demeanor with solution focus and creative problem solving skills Demonstrated ability in working with diversity of skills, professions and cultures Must be able and willing to work weekends and holidays

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

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

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**Account Executive / GREYHOUND**

Location: CHICAGO

Department: GPX

Application Deadline: Friday, March 07, 2014

**Key Duties:**

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

**Qualifications:**

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

**Additional Information:** PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met

Apply online at <http://www.greyhound.com/en/careers/details.aspx>

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## **Maintenance Supervisor / GREYHOUND**

Location: CHICAGO

Department: Maintenance

Application Deadline: Friday, March 07, 2014

### Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

### Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

**Additional Information:** Basic Summary The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage. This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <http://www.greyhound.com/en/careers/details.aspx>

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## **A Greyhound Professional Motorcoach Operator**

### Greyhound Driver Benefits

Offering major medical plans, dental, vision, free travel, 401K with company match and more. Click here for more information.

### Qualifications

To qualify, you must:

- Be at least 22 years of age

- Pass a DOT physical, criminal background check and drug screening

- Have a valid driver's license

- Have an good driving record

- Must be able to obtain a passport to cross the Canadian border

- Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value.

If you cannot do it safely, don't do it!

### Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training.

#### Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

#### Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

#### Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <http://www.greyhound.com/en/drivingcareers.aspx>

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### **S3: Safety Service Systems, Inc.**

#### *SECURITY DIVISION*

Uniformed Security and Loss Prevention Officers

Candidates must be at least 21 years of age and possess an active P.E.R.C. and 20 hour training certificate. Assistance is available in obtaining both if necessary. Full time positions available. Chicago and Suburban locations. We offer competitive pay and benefits.

#### *EVENTS DIVISION (SEASONAL)*

Work sporting events and concerts at venues such as Soldier Field, Aragon Ballroom, Grant Park, Metro and Riviera Theatre to name a few. Flexible hours and competitive pay.

#### APPLY IN PERSON

4036 N. Nashville Ave., Chicago

Monday-Friday: 9:00 a.m. – 4:00 p.m.

We are located off Irving Park Road between Narragansett and Oak Park Ave

#### **Position: Receptionist**

Location: Chicago, IL

Job Id: RCep14

# of Openings: 1

Receptionist

Tripp Lite is seeking an enthusiastic receptionist for our busy Corporate Headquarters. Candidates will handle a high volume of calls, as well as greet visitors and assist with light clerical duties.

The ideal candidate will have excellent phone manner/communication skills and the ability to juggle multiple tasks simultaneously.

The work schedule is Monday – Friday, 8:00am-4:30pm. The starting rate for this position is \$10.25.

Tripp Lite offers a competitive benefits package, along with the opportunity to advance your career with an industry leader. *Please fill out an application Monday – Friday between 9am – 5pm. Tripp Lite is located at 1111 W. 35th St. Chicago, IL 60609*

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**Job Title: Office Coordinator - Opt 2**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 03/04/14 5:00 PM Central Time

Salary: \$2,967.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CS2881

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires the ability to type accurately at 30 words per minute; requires the ability to travel.

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

Location: Division of Child Support Services CSS - Cook County Judicial Operations (54) Region 2 Clerical Team C 1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Tue. 03/04/14 5:00 PM Central Time

Salary: \$7,743.00 - \$7,743.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Plan/BU: PR000

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or an ability to travel. Requires working rotating shifts, including weekends and holidays. Requires ability to utilize agency supplied equipment (i.e., cell-phone, blackberry, pager, etc.).

Work Hours: Position works weekends and holidays. Shifts may rotate.

12:00am - 8:00am: Thurs, Fri 4:00pm - 12:00am: Sat, Sun, Mon Off: Tues, Wed

Central Management Services/Property Management/Facilities Chicago Region

JRTC - 100 West Randolph Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

Phone: 217-558-0962, FAX: 217-782-9925

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker - Housekeeping**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950  
Contact: Jeri Gulli  
Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker - Housekeeping-Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

**Work Hours & Location/Agency Contact:**

Various Shifts and Schedules  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Retail Sales Associate**

To work as a cashier, assist in restocking the sales floor, assist in checking new merchandise in , greet the guests as they enter the store and assist them with any questions they may have.

- Enters sales into the register and balances cash drawer daily.
- Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave.
- Advises school groups on the shop rules.
- Monitors crowd levels and potential shoplifting situations, alerting management to any problems.
- Follows all shop policies and procedures and seeks management assistance when needed.
- Assists in straightening and restocking of shelves during slow periods.
- Answers Zoo related questions.
- Knowledgeable in store merchandise.
- Adheres to all loss prevention guidelines and procedures.
- Perform various tasks and other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of customer service and retail operations.
- Skill in effectively resolving difficult customer service.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests, customers and vendors.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** High School degree (or equivalent

**PHYSICAL REQUIREMENTS:** Ability to remain on feet for long periods of time. Ability to frequently bend, stoop, reach and climb. No allergy to plants or animals which may interfere with the ability to work. Ability to work in all weather conditions

**ADDITIONAL REQUIREMENTS:** Available to work special events which may occur outside of regular work schedule as assigned.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, download and open this PDF, fill in your information, save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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### **Guest Engagement Leader**

Guest Engagement Leaders interpret the animal collection and conservation initiatives of Lincoln Park Zoo to guests. They are responsible for facilitating inspiring educational experiences and for providing excellent guest service to all visitors. This job is a part-time position, which begins in late April and continues until the end of August. Shifts consist of four full workdays (including one weekend day), at a total of 24 – 30 hours per week.

- Narrate training demonstrations to large audiences of 50-300 people.
- Deliver a suite of pre-developed Zoo Chats to diverse groups of participants.
- Communicate messages clearly to zoo visitors using a microphone and in one-on-one interactions.
- Serve as a credible source of information about various zoo topics.
- Use interpretive skills, props and artifacts to engage visitors.
- Handle and present animals for educational programs and informal presentations.
- Assist with and deliver special event programs.
- Perform various tasks and other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

- Able to interact positively and energetically in an informal learning environment.
- Able to clearly and effectively communicate with visitors of various ages, backgrounds and knowledge levels.
- Comfortable presenting educational programs to single guests as well as large audiences.
- Maintains a positive and flexible approach to daily responsibilities. Works well in a team environment as well as independently.
- Courteous and respectful with team members, other staff, volunteers and zoo visitors.
- Bachelor's degree in biology, zoology, education, communication or similar preferred, or working toward a degree.

**PHYSICAL REQUIREMENTS**

- Capable of walking across zoo grounds, standing for long periods of time and working in a variety of weather conditions.
- Capable of carrying supplies up to 20 pounds, and moving a rolling cart weighing up to 150 pounds.

**ADDITIONAL REQUIREMENTS**

- Previous experience with interpretive program delivery is desired.
- Experience working with a wide variety of audiences preferred.
- Ideal candidate is an outgoing individual who enjoys interacting with the public, sharing information with enthusiasm, and has a passion for education and conservation.
- Must be available to come to the Zoo for the following:
  - o Group interview: preferably March 8, 2014, 9 a.m. – 1 p.m.
  - o Staff training: April 22 – 25 and April 28 – May 1, 2014, 9:30 a.m. to 4 p.m.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

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### **Assistant/Associate Director of Membership**

Work closely with the Senior Director of Annual Giving and other Development staff members to develop and implement effective, efficient and creative tactics for member and donor acquisition, retention and long-term program strategy. Manage day-to-day revenue generation activities, including seasonal on-grounds sales force to achieve Membership revenue goals.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Direct mail program experience required, including copy development, segmentation and analysis.
- Very strong analytical skills, project management and revenue planning skills required.
- Very strong proficiency with Raiser's Edge software and all aspects of the Microsoft Office Suite, especially word processing, spreadsheet and database software.
- Excellent oral and written communication skills, with experience preparing business correspondence.
- Ability to quickly organize and complete tasks to ensure timely completion of all projects. Multitasking skills critical.
- Strong attention to detail.
- Outgoing personality and customer service orientation.
- Bi or multi-lingual a plus.

**EDUCATION REQUIREMENTS:** Bachelor's Degree required.

#### **EXPERIENCE REQUIREMENTS**

Minimum three to four years related experience in membership, fundraising or sales. Supervisory experience strongly preferred.

#### **ADDITIONAL RESPONSIBILITIES**

- Work Membership and Development department special events and activities as required. Events normally take place during evening or weekend hours.
- Serve as a liaison between Membership and other zoo departments as needed.
- Some physical labor required for transporting items on-grounds.

All employment queries should be directed to:  
Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

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**Franchised Front Desk/Bistro (FT)-14000BJM**

Job: Rooms and Guest Services Operations

Primary Location: USA-IL-St Charles-Courtyard Chicago St. Charles

Organization: Courtyard

Position Type: Non-Management/Hourly

Schedule: Full-time

**How to Apply:**

Please send resume to [Ashley.Newman@Marriott.com](mailto:Ashley.Newman@Marriott.com) or visit our front desk at 700 Courtyard Drive, St. Charles, IL 60174 to fill out a paper application.

**Additional Information:** This hotel is owned and operated by an independent franchisee, Wheelock Street Capital. The franchisee controls all aspects of the hotel's employment policies and practices, including the selection and hiring process. If you accept a position at this hotel you will be employed by a franchisee and not by Marriott International.

**Summary of Responsibilities:**

Reporting to the General Manager and Assistant General Manager, responsibilities and essential job functions include but are not limited to the following:

Consistently offer professional, friendly and engaging service.

Greet, check in and settle guest accounts while ensuring all service standards are followed

Maintain accurate records of daily transactions and cash handling

Handle guest requests, questions and concerns effectively and promptly

Promote a professional team environment

Follow department policies, procedures and service standards

Performs any and all other tasks assigned by management

Upholds the highest standard of internal and external customer service at all times

**Requirements:**

Proficient in the English Language (verbal & written)

Must be able to handle multiple tasks in a dynamic, fast-paced environment

Ability to focus attention on guest needs, remaining calm and courteous at all times.

Strong interpersonal and problem solving abilities

Able to stand for long periods, at least 8 hours per shift

Must have a valid Driver's License

Must be at least 21 years old with a valid driver's license.

This company is an equal opportunity employer.

Apply online at <https://marriott.taleo.net/careersection/11/jobdetail.ftl?job=481724>

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### **Business Office Manager**

Location: Pathway Senior Living LLC  
3251 E. 92nd Street  
Chicago, IL 60617  
P: 773-449-2600

#### **PRIMARY RESPONSIBILITIES:**

Create positive, memorable customer experiences, every day, through effective interaction and by following through on the position responsibilities. Will provide human resources and accounting support to the executive director, including assisting with recruitment, benefits communication, paperwork processing, compliance, orientation and new hire processing, accounts receivable & payables activities, and with creating a positive first impression for customers through front desk coverage.

#### **SKILLS, KNOWLEDGE, ABILITIES & QUALITIES REQUIRED:**

Must demonstrate empathy and compassion to connect with customers.  
Must be inspired to serve the needs of customers.  
Must use imagination and creativity to motivate self and others.  
High school graduate or equivalent.  
Previous 1-2 years experience working in an office environment, with some bookkeeping knowledge and previous experience in payroll or human resources preferred. Proficient computer skills and knowledge of various computer software programs. Excellent interpersonal, organizational and communication skills.  
Must have the ability to read, write and follow oral and written direction in the English language at a level adequate to perform the job duties.  
Must maintain and encourage a positive work atmosphere by behaving and communicating in a manner that promotes cooperation with co-workers, managers and others with whom contact is made. Must have appropriate service orientation, demonstrate competency and professionalism.  
Ability to handle several tasks and respond effectively to unexpected changes, requests and stressful situations. Ability to multi-task job responsibilities.  
Able to maintain regular attendance.  
Ability to effectively handle stressful situations and work well under pressure.  
Must be capable of performing the essential job functions of this position with or without reasonable accommodation.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=32407180485&locale=en\\_US&applicationName=PathwaySeniorLivingLLCNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=32407182336](https://wfa.kronostm.com/index.jsp?LOCATION_ID=32407180485&locale=en_US&applicationName=PathwaySeniorLivingLLCNonReqExt&SEQ=postingLocationDetails&POSTING_ID=32407182336)

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**Job Title: Seasonal Laborer w/ CDL (TEMPORARY)**

Closing Date/Time: Mon. 03/17/14 12:00 AM Central Time

Salary: \$14.00 Hourly

Job Type: Seasonal Employment

Location: Public Works Service Center, North Chicago, Illinois

Specifications: This position offers 30 – 40 hours per week between the hours of 6:30 AM – 5:00 PM; Monday-Friday. (Hours subject to change based on departmental need without prior notification). This position will report directly to the assigned crew leader, manager, supervisor with the support of staff within the Department. NOTE: Seasonal employment is for the period of June 24, 2013 thru August 9, 2013.

Essential Functions:(Specific assignment will include some or all of the following):

Essential Function(s) – Task Statements: Unloads hand and power equipment from vehicle. Uses broom or operates a vacuum machine to clean streets, curbs and sidewalks in the downtown areas or under viaducts or bridges, operates gasoline-powered hand-held blowers to move leaves; rakes and shovels leaves into container or trucks or into piles to be picked up by front-end loaders. Patches pavement cuts and holes in streets; seal cracks and applies surface treatments to pavements. Places concrete, asphalt and brick pavers. Removes traffic hazards from roadways. Picks up litter in public areas after community events; loads debris into containers and empties containers. May assist in other projects including procedure manual development, process improvements, etc., on an as needed basis.

Minimum Qualifications: Must have the ability to understand and follow verbal and written instructions; to operate hand and power tools and equipment safely; to establish and maintain effective working relationships with supervisor, co-workers, other employees, and the public.

Education: High School Diploma or GED Equivalent. Skills, Abilities and Knowledge: Three (3) years of street maintenance experience and medium equipment operation or, any combination of training and experience that provides the following knowledge, abilities, and skills: Knowledge of the operating characteristics and safety precautions of equipment assigned to the Street Section; Knowledge of techniques and methods of street and alley repair and maintenance; Ability to operate power driven machinery such as jackhammer, pneumatic tamper, concrete saw and other equally sized equipment; Excellent oral communication and a fast learner. Ability to safely and skillfully operate equipment assigned to the Street Section.

Special Licenses & Requirements: MUST HAVE - Valid Commercial Driver's License.

Apply online at

<http://agency.governmentjobs.com/northchicago/default.cfm?action=viewJob&jobID=555644>

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### **Delivery Driver Job**

Date: Feb 19, 2014

Location: Chicago, IL, US

Job Id: 180699

Company: NAPA

Full/Part Time: Part-Time

Nearest Major Market: Chicago, IL, US

#### Job Description

NAPA Auto Parts is seeking a skilled, enthusiastic and hard working part time Delivery Driver to join our growing team of auto parts professionals. As a Delivery Driver your primarily focus is on getting the right parts to the right people at the right time, and engaging with customers as the face of NAPA throughout the day.

Other responsibilities for the Delivery Driver will include:

Building long-term relationships with the customers you deliver to

Driving throughout the metropolitan area using maps and directions

Utilizing both manual and automatic transmission vehicles

Handling cash charge transactions correctly and core/part returns appropriately

Maintaining a distribution log or tracking system to record all deliveries/pickups made

Lifting merchandise up to 60 lbs for deliveries

Inspecting, protecting and maintaining company assets, merchandise, vehicles, building and people

Qualifications : The ideal NAPA Delivery Driver will have a passion for delivering customer care on an everyday basis, and must also have excellent driving aptitude for both manual and automatic vehicles.

Other requirements for the Delivery Driver include: Agility to bend to floor-level shelves and reach to upper shelves (eight feet) with use of stool or ladder when necessary; Stamina to stand and walk for entire work shift; Strength to lift 60 lbs of merchandise; Clear speaking and attentive listening skills; Motivated to train and learn; Flexibility in schedule including evenings, weekends and holidays

Valid driver's license with: No DWI convictions within the past four years

No more than one moving violation AND/OR fault accident in the last three years

Minimum 18 years of age; Pre-Employment drug screen and background check

Apply online at [http://jobs.genpt.com/job/Chicago-Delivery-Driver-Job-IL-60643/44284400/?feedId=1415&utm\\_source=Indeed&utm\\_campaign=GenuineParts2013Media](http://jobs.genpt.com/job/Chicago-Delivery-Driver-Job-IL-60643/44284400/?feedId=1415&utm_source=Indeed&utm_campaign=GenuineParts2013Media)

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**Driver**

Location: Chicago, IL  
Salary Range: \$10.00/ Hour  
Exempt/Non-Exempt: Non-Exempt  
Employment Type: Part Time  
Department: Caregivers

**Description:**

Norwood Seniors Network is nestled in a historic district called Norwood Park on Chicago's North side. We provide in-home care to clients living in the surrounding areas of Norwood Park.

Norwood Seniors Network is currently looking for a driver to deliver meals, transporting residents to medical appointments if needed, and other duties as assigned. All clients are with-in a 5 mile radius in the Northwest neighborhood.

Come work where tradition is rich and your hard work will be appreciated.

Duties include but are not limited to:

Must be available on the following Days and schedule: Monday thru Friday  
11:00 am – 2:00 pm (May include early AM or late afternoon shifts as assigned).

Must be flexible.

- Deliver meals
- Transport residents to medical appointments if needed
- Treat all clients fairly with dignity, kindness, and respect
- Other related duties as assigned

**Qualifications:**

- Must have a valid IL Driver's License
- Satisfactory driving record
- Own vehicle and valid car insurance
- Ability to read, understand and communicate in English.
- Must be able to pass a pre-employment/ background and drug screen

Apply online at <http://norwoodlifesociety.iapplicants.com/ViewJob-448363.html>

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**Part Time Driver O'Hare International Airport Day/Afternoon Shift**

Job ID 2013-77090

Location US-IL-Chicago

Category Customer Service/Support

Airport / City Chicago O'Hare Intl Arpt

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management. Drive serviced vehicles to ready line area and park for easy access by customers as directed by management. Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations. Move vehicles to different areas of the lot or facility as needed and directed by management. Answer customer questions or direct them to the appropriate person. Perform other service-related duties to ensure our products and services meet the needs of our customers. Management reserves the right to modify, change or delete assigned duties.

**Qualifications:**

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour.

Must be able to work the following shift/schedule:

Monday-7:00AM-3:30PM

Wednesday 12:00PM-8:30PM

Thursday 12:00 PM-9:30PM

Each shift includes a 30 minute unpaid lunch for a total of 25 hours per week.

Apply online at <https://nationalalamo-erac.icims.com/jobs/77090/part-time-driver-o%27hare-international-airport-day-afternoon-shift/job?mode=job&iis=Indeed&iisn=Indeed.com>

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### **Line-haul Driver with Excellent Benefits**

Posted Date: 18-Feb-2014 (CST)

Closing Date: 19-Apr-2014 (CST)

Department: Transportation

Location: Chicago, IL, USA

Benefits: Health, Dental, Vision, 401K with Employer match, LTD, STD, life insurance and much more

Employment Type: Full Time

#### Line Haul Driver Minimum Qualifications:

Must meet age requirements

At least 2 years of commercial driving experience

Valid Class A CDL

Hazardous Materials & Doubles/Triples endorsements or the ability to obtain

Valid DOT Physical/Medical Card

No DUI, Citation/Conviction for Reckless Operation in the past 3 years

Less than 2 moving violations in the past 3 years (GWCC says 4 in 36m and 2 in 12m)

Fluent in English

Position subject to pre-employment drug screen

Linehaul drivers transport, load and unload freight in a productive and safe manner.

Routes are mostly set and require interstate travel. Must adhere to operational policies and procedures.

#### Job duties include:

Perform pre and post trip inspections on tractor/trailer

Properly document all freight control processes

Read and understand maps, road signs, shipping papers, hazardous materials markings and labeling identification

Affix correct placards to vehicle

Maintain cleanliness of company vehicles

Work with supervisor in the implementation of all schedules

Immediately report all accidents/injuries/delays to supervisor

Ensure the proper accounting and timely remittance of all checks, negotiable instruments and funds collected

Interact and converse with internal/external customers

Assist customers with freight documents

Apply online at <https://mmeinc.applicantpro.com/jobs/73081-20194.html>

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**Lifeguard (Seasonal- Summer) Job ID: 1293**

Closing Date: 4/24/14

Aquatics/Lifeguard

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatic locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

**EXAMPLES OF DUTIES:** Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

**Knowledge, Skills and Abilities:** Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt  
SALARY: \$13.38 PER HOUR

Apply online at

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

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