



## **Operations Administrator-Compliance**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Project Manager, Regulatory Compliance, this position is responsible for monitoring the Paratransit carriers for compliance with federal, state, and local laws and regulations, as well as Pace contractual requirements. This position assists in: maintaining the Pace Paratransit vehicle inventory; approving drivers/safety sensitive personnel and maintaining files of all providers' personnel; handling Call-In reports; processing A&I reports; approving vehicles for Pace service; maintaining the fleet replacement plans for Pace and the carriers; assisting with accident investigations and documentation; monitoring of the FTA DOT Drug and Alcohol program implemented by the various contracted carriers and municipalities; including site visits/audits; processing accident damage repairs, including associated capital requests; providing supporting Paratransit daily operations and performing other duties as assigned.

### **Qualifications:**

Qualified candidate must have at least three(3) years operations experience in Paratransit, Mobility Management or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid driver's license. Must be able to manage traveling by vehicle within the six(6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=552](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=552)

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## **Receptionist/Customer Assistance Facilitator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

The Receptionist/Customer Assistance Facilitator is responsible for operating the Chicago Office switchboard, assisting internal and external customers and for providing support to the Paratransit and Vanpool Departments in accordance with Pace policies and procedures.

This position is essential to achieve the goals of the Paratransit department as well as the mission of Pace as an organization. This includes but is not limited to: answering all incoming calls and either directing the call to the appropriate Paratransit staff person or researching/answering basic inquiries; preparing and/or assisting in the preparation and distribution of correspondence; coordinating meeting rooms; assisting Paratransit managers and staff in the management of various projects (including supervising of interns and temp staff); assisting with office supplies inventory; coordinating servicing of all office equipment; assisting with vendor and petty cash box procedures; assisting with organizing Pace office functions communicating notices to staff as required by management; and other duties as assigned.

### **Qualifications:**

Qualified candidate must have at least two years (2) years of experience as a receptionist or a relevant customer service related position. Candidate must have strong customer service skills, verbal communication skills, organizational skills, and computer skills.

Candidate must have the ability to work with multiple managers/staff; assist internal and external customers; and have the ability to manage a busy and rigorous phone activity. Candidate must have the aptitude to work with various computer programs, including Microsoft Word, Excel and Trapeze. Experience with these programs is strongly preferred. Applicant must have a word history and possess a current valid drivers license and a good driving record.

Apply online at

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**Servicer**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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.

Other duties as assigned or required.

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

**Qualifications:**

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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## **Service Worker (2)**

Location: Joliet

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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. Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. 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" 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 service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week.

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

Apply online at

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**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](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

**Sales Coordinator (Job Number: HOT01DA4)**

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

Provides the director and managers of sales and marketing with administrative and clerical support including word- processing, typing, e-mailing, filing, data-entry, faxing, copying, corresponding, answering telephones, processing mail, taking notes and/or

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

Job: Sales  
Schedule: Full-time  
Brand: Conrad Hotels & Resorts  
Shift: Day Job  
Job Level: Team Member

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## **Communication Technician 1, Installation & Service**

Location: Peoria, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time Req. Number: 98212

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

### CONNECTING CUSTOMERS TO THE TECHNOLOGY THEY DEMAND

Get your foot in the door to  
an awesome future.

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career. As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible. During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization. What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure. A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

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Apply online at <http://jobs.comcast.com/jobs/descriptions/Communication-Technician-1-Installation-Service-Peoria-Illinois-job-5193600>

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**Spec 2, Prodt Sales Suppt Analysis -Sales Reporting -Schaumburg**

Location: Schaumburg, IL, USA

Area of Talent: Sales - Business

Job Type: full time Req. Number: 98250

Business Unit: Business Development/New Accounts

**Core Responsibilities:**

Responsible for ongoing implementation and administration of the Field Sales information management solution and the production and analysis of Field Sales results. Develops and produces Field Sales activity reports.

Partners with the Field Sales teams to analyze sales performance and determining performance improvement opportunities.

- Responsible for administering sales reports and client activity for Product Sales Support team. Provides analytical and statistical support and prepares standard sales forecasts, budgets, projections, and other management reports.
- Prepares daily, weekly, and monthly sales reports. Tracking, verifying, and reporting data for the Sales team to support sales initiatives including sales incentives and contests.
- Responds to and resolves basic account calls and/or escalates non-technical issues for all accounts to the Product Sales Support Supervisor.
- Receives agreements from product sales team and enters the information into databases.
- Acts as liaison between Sales, Marketing, and IT to provide insight-driven and actionable database query requirements.
- Maintains current information on Comcast products, services, equipment, and marketing promotions.
- Conducts clerical research which requires an understanding of departmental programs, policies, and procedures.
- Researches, processes, and manage customer escalations.
  
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.

Job Specification: - Bachelors Degree or Equivalent - Marketing

- Generally requires 2-5 years related experience

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*Corporate Positions*

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As an employer of choice, Fannie May Confections Inc values a diverse variety of people who want to work in a fun setting. In exchange for your expertise, we offer a desirable salary and comprehensive benefits package. Fannie May Confections Inc is an equal opportunity employer. All applicants and employees are provided equal opportunity in all aspects of the employment relationship, without regard to race, religion, national origin, sex, color, sexual orientation/preference, age, disability, or status as a disabled veteran or veteran of the Vietnam Era.

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For employment inquiries, send a cover letter and resume with salary requirements to: [hr@fanniemay.com](mailto:hr@fanniemay.com)

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## **Campaign Administrative Assistant / Field Museum**

Location: Chicago, IL

The Campaign Administrative Assistant will provide administrative support to the Campaign team. This includes managing the calendar and correspondence, scheduling appointments/events, budget tracking, and additional duties that will arise. This position will also manage several key projects, including oversight of summer interns, Campaign event programming and scheduling, and production of materials for Campaign meetings. Experience supporting a senior-level positions is preferred. Please note that this is a three-year term appointment.

### **Responsibilities**

Managing calendar and scheduling for the Campaign team  
Prioritizing meeting and event requests, and initiating and responding to internal and external meeting and event request via email, telephone, and in-person communication  
Arranging necessary meeting logistics including internal and external meeting location/space reservations, agenda preparation, food/catering orders and tracking calendar appointments using Google Calendars  
Providing administrative support to members of the Campaign team, including assistance with correspondence (physical and electronic), monitoring and ordering office supplies, and general technology and hardware support (in conjunction with the Museum's Technology Department). Managing Campaign budget, preparing expense reports, reconciling bills and coordination/correspondence with Finance Department staff. Conducting research and other special projects as assigned, including volunteer and intern management. Maintaining a clean, professional, well-organized office and electronic and physical filing system

### **Qualifications**

Bachelor's degree or equivalent combination of education/experience is required  
Minimum of 2 -5 years experience working in a professional environment  
Superior communication skills, both written and verbal  
Proficiency in MS Office programs (Word, Excel, PowerPoint) and Gmail/Google Calendars is required; Raisers' Edge database experience is strongly preferred  
Proficiency in both Mac and PC platforms  
Significant demonstrated experience that proves efficiency and effectiveness of organization and time-management skills, as well as the ability to independently manage and follow up on multiple projects simultaneously  
Must be flexible and able to thrive in a fast-paced, ever-changing environment  
Polished and professional appearance and demeanor

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## **Executive Assistant, Marketing**

Location: Chicago, IL

The Executive Assistant will provide administrative support to the Chief Marketing Officer (CMO). This includes managing the calendar, scheduling events, managing correspondence, budget tracking, preparing presentation materials, and additional duties as assigned.

The Executive Assistant will also assist the Marketing/Communications team as needed.

### Responsibilities

Managing calendar and scheduling for the CMO

Prioritizing meeting and event requests, initiating and responding to internal and external meeting and event requests via email, telephone, and in-person communication; arranging necessary meeting logistics including internal and external meeting location/space reservations, travel reservations, agenda preparation, food/catering orders and tracking calendar appointments on Google Calendars

Providing administrative support to CMO, including sending correspondence (physical and electronic), monitoring and ordering office supplies, and general technology and hardware support (in conjunction with the Museum's Technology Department)

Managing the budget, preparing expense reports, reconciling bills and coordination/correspondence with Finance Department staff

Conducting research and other special projects as assigned, including media coverage, monitoring current events, tracking information on competitive institutions, maintaining sample books, and miscellaneous tasks as requested

Maintaining a clean, professional, well-organized office and electronic and physical filing system

### Qualifications

Bachelor's degree or equivalent combination of education/experience is required; masters or graduate degree a plus

Minimum of 2 - 5 years of working in a professional environment

Superior communication skills in written and verbal formats

Proficiency in MS Office programs (Word, Excel, PowerPoint) and Gmail/Google Calendars is required; proficiency in both Mac and PC platforms

Significant demonstrated experience that proves efficiency and effectiveness of organization and time-management skills, as well as the ability to independently manage and follow up on multiple projects simultaneously

Must be flexible and able to thrive in a fast-paced, ever-changing environment

Interest in marketing, communication, science and museums preferred

Polished and professional appearance and demeanor

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## **Public Relations Coordinator / Field Museum**

Location: Chicago, IL

The Public Relations Coordinator, reporting to the Public Relations Director, will serve a pivotal role in the Museum's Communications Department creating content that will be utilized across all channels—public relations, digital, and marketing. This is a flexible position, with the ideal candidate being able to move quickly from project to project and handle multiple deadlines, but also able to periodically assist within other areas of the Communications Department.

Please include a cover letter, resume, and three writing samples (press releases, news stories, blog posts, etc.) in your application. Please send writing samples to [aperry@fieldmuseum.org](mailto:aperry@fieldmuseum.org).

**Responsibilities:** Under the direction of the Public Relations Director, create press materials for exhibitions, public programs, scientific research, and other internal events within the Museum. Write material for the Museum's website for Science Newsflash stories—science stories made accessible to the general public. Work with Marketing Manager to assist in the creation of marketing materials, and advertising copy. Work with Social Media Strategist to create content to be used on Museum's social media channels (Facebook, Twitter, and Instagram). Coordinate projects with external photographers, printers, and other outside vendors. With the assistance of the Public Relations Specialist, use Vocus media monitoring software to track Museum and competitor's media coverage. Assist in the planning of media events. Prepare presentations for internal and external use for communications and executive staff. Assist PR team when media is in the building (supervising photo and video shoots, coordinating interviews, etc.) Creating and maintaining database where Museum's communications content can live, be shared, and archived internally. Maintain up-to-date listings in online tourism and travel guides. Produce PR's monthly and quarterly calendars of Museum activities. Develop ways to make the calendars more attractive, readable, and interesting. Other duties as assigned

### **Qualifications**

1-2 years experience in a communications role within an organization

BA/BS degree (English, Journalism, Communications, or related field)

Advanced verbal and written communication skills

A background in science writing a plus

Strong knowledge in all Microsoft Office products

Ability to handle multiple assignments, work under tight deadlines and prioritize projects.

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**Team Leader, Housekeeping / Field Museum**

Location: Chicago, IL

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

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

**Responsibilities**

- Instructs and trains employees in the proper use of new equipment and cleaning products and procedures
- Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
- Investigates new and improved cleaning instruments and methods
- Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment
- Coordinates work efforts to improve productivity
- Other duties as assigned

**Qualifications**

- High School Graduate
- Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge
- Knowledge and familiarity with chemical use and dilution rates
- Communicate effectively both orally and written
- Ability to successfully demonstrate leadership abilities
- Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook
- Ability to work all shifts during training period
- Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources
- Must be able to stand and walk for long periods

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## **Public Relations Specialist / Field Museum**

Location: Chicago, IL

Please include a cover letter, resume, and three writing samples (press releases, news stories, blog posts, etc.) in your application. Please send writing samples to [aperry@fieldmuseum.org](mailto:aperry@fieldmuseum.org).

### **Responsibilities**

Pursue opportunities to relay the Museum's message through traditional media (local, regional, and national) as well as develop strategic public relations efforts for new media channels including social hubs, online communities, blogs and other digital and mobile platforms. Work to find new outlets and contacts to which we can tell our story. Pitch media on a variety of subjects including (but not limited to) exhibitions, education initiatives, and scientific research. Work with PR Director to assess and set PR priorities across the Museum, and help provide training and guidance for all staff communications needs – talking to media, the public, policy makers, donors, etc. Answer routine calls from the media and respond to requests for photographs, interviews, etc. With the assistance of the Public Relations Coordinator, use Vocus media monitoring software to track Museum and competitors' media coverage. Produce detailed analytics that explain all aspects of media coverage and share with stakeholders on biweekly basis.

Help update media contact database; use Vocus software to create media lists for exhibitions, public programs, and scientific stories. Supervise PR interns

Pay invoices for Public Relations department. Create, organize, and coordinate the production of short videos of Museum events and other activities that will help tell the Museum's stories through a variety of communications channels. Update and maintain PR archive. Perform other duties as needed or assigned. This will include (but is not limited to) answering office phones, greeting visitors, participating in/assisting with PR-related events.

### **Qualifications**

Bachelors Degree in a relevant field (e.g. Communications, Advertising) is required. Minimum of three years professional PR experience is required. Excellent written and verbal communication skills are required; selected candidates must submit relevant writing samples prior to interview. Must be skilled with Mac and MS Office tools; database experience is strongly preferred. Knowledge and practical experience working with New Media tools is preferred. A strong knowledge of the natural sciences is preferred. Demonstrated ability to handle initial media inquiries. Ability to collaborate with all levels and types of professionals in order to help build synergies that will lead to better communications. Strong presentation skills are a plus

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**Calumet Outreach Coordinator, Action Center / Field Museum**

Location: Chicago, IL

The Calumet Outreach Coordinator will promote land stewardship in the Calumet region of Illinois and Indiana in order to increase resident engagement with public and private lands. In coordination with Calumet partners, work to expand the number of active stewardship sites and number of community members involved in land stewardship.

The Outreach Coordinator will also support Calumet events and youth programs.

This is a full-time (35 hrs/wk), benefits eligible position.

**Responsibilities**

Develop a young cohort of the next generation of volunteer stewards, including college students and young adults in their 20s and 30s focused in Calumet

Work with staff social scientists and with partners (including non-traditional partners focused in the arts, health, faith, and community development areas) to build programming that links cultural heritage and place based on stewardship

Coordinate Calumet outreach events both at the Museum and in the Calumet Region  
Assist Youth Conservation Action and National Heritage Area programs as needed

**Qualifications**

Bachelor's degree in ecology, biology, geography, anthropology, environmental science, or a related field

Experience in event planning, outreach, meeting facilitation, logistics, and environmental program implementation

Self-starter who is able to work as a part of team

Knowledge of urban conservation, community engagement, and group leadership

Knowledge of the Calumet Region preferred

Experience with ecological restoration and stewardship of Midwestern natural communities preferred

Ability to work some nights and weekends

Comfortable leading groups outside

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**Director of Principal Gifts / Field Museum**

Location: Chicago, IL

The Director of Principal Gifts at The Field Museum will identify, strategize, cultivate, solicit and steward highest-tier prospects and donors as part of the institution's \$250 million campaign (2015-2020). The Director serves as a key staff leader in realizing the Museum's vision for philanthropy and implementing campaign strategies, with a focus on engaging key civic leaders. He/she will also offer insights and direction to solicitation strategies across Institutional Advancement teams to maximize individual, corporate and foundation giving opportunities.

The Director of Principal Gifts reports to the Vice President of Institutional Advancement.

**Responsibilities**

Lead the implementation of strategies engaging a focused portfolio of very top prospects with the capacity to contribute principal gifts (mostly \$1 million or more). Help direct strategies for cultivating and soliciting donors assigned to senior staff, trustees and volunteer leaders.

Contribute to the creation of donor-centered cultivation activities, acknowledgments, volunteer solicitor training materials and stewardship reports.

Develop creative, breakthrough opportunities for principal gift prospects, engaging Trustee solicitors and key program leaders in the Museum.

Supervise the Women's Board staff (director and program coordinator) and guide implementation of a special Women's Board initiative as part of the Museum's overall Campaign.

Manage other duties, as assigned.

**Qualifications**

Bachelor's degree required; graduate degree strongly preferred

Experience with the Chicago philanthropic community strongly preferred

Keen familiarity with the special role museums play in increasing and diffusing knowledge, and their unique place as essential civic organizations

Minimum of 12-15 years fundraising/campaign experience required, including significant knowledge of personal solicitation and best practices in individual, corporate and foundation giving

Outstanding writing, speaking, project management and interpersonal skills

Ability to identify with and communicate the mission and goals of a category-leading natural history museum

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**Director of Membership and Annual Fund / Field Museum**

Location: Chicago, IL

**Responsibilities**

Supervise/maintain a top-flight Annual Fund team with responsibility for \$5.1 million in yearly revenue -- strategy, internal relationships, management, data tracking and reporting

Directly manage a membership team with responsibility for \$3 million in yearly revenue, ensuring best practices consistent with the Field Museum's position among international museums

Ensure membership marketing expertise is reflected in on-site, digital and direct mail acquisition, and loyalty/renewal programs that sustain a core, life-long membership  
Work directly and comfortably with high-level Museum volunteers, including members of the Board of Trustees

Supervise Annual Fund team: Director, Donor Societies Manager, Donor Relations Manager, Individual Giving Specialist, Annual Giving Coordinator

Supervise Membership team: Member Benefits Manager, Floor/On-Sites Sales Manager, Membership Services Coordinator; and seasonal/part-time sales representatives

Develop and manage new membership promotions, events, publications, recognition vehicles, fulfillment processes and evolving staff work-flow efficiencies

Manage 2,000-household Field LOYALTY Club, a society recognizing individuals who have been members/donors for 20+ years

Serve as a visible internal champion and diplomat on behalf of Museum members and the accommodations necessary to build long-term loyalty

Oversee member/donor feedback mechanisms to measure ongoing satisfaction and anticipate/mitigate long-term issues

**Qualifications**

Bachelor's degree required; master's degree preferred

Proven ability to manage a team with sensitivity to institutional financial and operational goals

Ability to manage and interact with people of various backgrounds

High-level communication skills; high proficiency in office technologies; experience with Raiser's Edge (donor database) strongly preferred

Ability to manage coinciding strategic and operational details

Ability to lead and manage cross-departmental teams; must be a team player

Proven ability to manage multiple projects at the same time

Previous management experience strongly preferred

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

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**Job Title: Commissioner Assistant**

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: MC-12

Bid ID#: 31-1501

**Minimum Requirements:**

The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred.

In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

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

8:30 a.m. to 5:30 p.m., Monday through Friday

160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett

HR Analyst

Illinois Commerce Commission

527 E. Capitol Ave.

Springfield, IL 62701

217-557-4206

[cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

**How to Apply:**

Submit a cover letter, resume, and CMS-100 by April 15, 2015 to: Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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

Work hours: 8:30 am – 5:00 pm

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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 1 - General**

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois Number of Vacancies: 1

Plan/BU: RC009 Bid ID#: 10-72-89217

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under the direction of the Dietary Manager and guidance and direction from the Support Service Coordinator, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning various food service equipment. Loads and delivers food to living areas for persons served. Plates food in proper portions according to regular and diet menu specifications on a tray line. Loads and delivers food containers to living area of persons served. Performs manual cleaning and maintenance work within the food handling area including cleaning and sanitizing pots, pans, cooking utensils, manually and in the dishwasher; cleans food carts, sweeps and mops floors, washes and sanitizes tables, chairs and windows; cleans refrigerators and operates various cleaning equipment including dishwasher, tray washer and pan washer. Lifts and carries food items from cart to freezer and from freezer to shelving and from preparation area to carts for transportation; dates, labels and stores dry stock. Portions food according to pre-established portions prior to setting up tray line. Performs other duties as required or assigned which are reasonably with the scope of the duties enumerated above.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

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

Work Hours: To be discussed at the time of interview

Work Location: Ludeman Center Food Service

114 North Orchard Drive, Park Forest, IL 60466

Contact: Alice M. Chambers / Human Resources Representative

114 N. Orchard Dr., Bldg. 60 (708) 283-3015

**How to Apply:** This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Social Worker III**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-76-89274

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision of the Associate Deputy Clinical Director performs professional social work duties as a statewide clinical consultant for children and adolescent (C&A) mental health care. Provides technical assistance for specialized vice programs. conducts assessments of individuals, provides clinical consultation and coordinates with local community agencies for appropriate services needed. Evaluates system and monitors services to assure compliance; Assists with statewide training regarding children's mental health service programs and effective practices. Assists in the development of protocols to address transitional needs of youth into the adult mental health system.

Minimum Requirements: Requires Illinois licensure as a clinical social worker. Requires five years experience in a community mental health setting including both youth and adult programming. Requires specialized experience with management and supervision of children and adolescent mental health services; expertise in Medical policies and practices and extensive knowledge of community based mental health services in Illinois. Requires a Masters degree.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm  
401 S. Clinton, Chicago, IL

Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services / Melissa Bringle

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-3385

**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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