



Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Merchandiser-1503589

Description

Merchandiser

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.65 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: This is a Part Time, day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week, averaging 16-24 hours per week.

Assigned Territory: This position will merchandise stores located in and around Naperville, Glen Ellyn, and Wheaton.

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications: High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Schaumburg

Other Locations: United States-Illinois-Palatine

Organization: Packaged Beverages

Schedule: Part-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/?view=https%3A%2F%2Fdpsg.taleo.net%2Fcareersection%2F2%2Fjobdetail.ftl%3Flang%3Den%26job%3D1503589%26src%3DCWS-1>

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Anchor/Reporter

Ref#: 12452

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION:

-Gather information about news stories and deliver information on-air during newscasts

PRIMARY ACCOUNTABILITIES:

- Aggressively report news stories of interest to audience
- Report live and on-tape – scripted and unscripted
- Work closely with producer to create compelling content
- Write copy and execute/perform other production work
- Participate in editorial meetings about coverage
- Ensure that all daily show production deadlines are met
- Maintain an unequivocal commitment to accuracy and fairness
- Contribute and participate in station's social media strategies
- Other duties, as assigned

CORE COMPETENCIES:

- Results-Oriented and Innovative
- Ability to write and edit broadcast copy
- Ability to work under deadline pressure
- Appear comfortable on camera

Qualifications:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Five years' experience as a general assignment reporter, preferably in a top 20 market
- Bachelor's degree in journalism or similar field
- Familiarity with Chicago area, strongly preferred
- Anchor experience required

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvs Careers/JobDetail/Anchor-Reporter/526>

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Assignment Desk Assistant

Ref#: 20795

CBS Business Unit: CBS Television Stations

Job Type: Temporary / Per Diem / Freelance

Job Schedule: Part-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION:

To assist assignment editor, reporters and producers in daily news coverage.

PRIMARY ACCOUNTABILITIES:

Work at direction of assignment editor to follow up on story tips and make beat checks.

Answer questions from public on matters related to news programming.

Conduct interviews, as needed.

Organize printed scripts for production staff and talent.

Run assignment desk, as needed

Other duties, as assigned.

CORE COMPETENCIES:

Results-Oriented, Dependable, Detail-Oriented, Courteous

Qualifications:

Required:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in journalism or related field

Prior internship in broadcast newsroom, desirable

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/Assignment-Desk-Assistant/1026>

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Intern

Ref#: 12661

CBS Business Unit: CBS Television Stations

Job Type: Paid Intern

Job Schedule: Part-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION: A unique learning opportunity for 2015 college students interested in pursuing a career in TV News; interns will gain valuable exposure and experience in areas of the newsroom including the Assignment Desk, Planning Desk, Investigative Unit and Sports.

PRIMARY ACCOUNTABILITIES: NEWS INTERNSHIP PROGRAM: News Interns will help answer phones at the Assignment Desk, develop skills for checking out news stories, log video tape and help reporters and producers research stories. Interns may also have the opportunity to accompany producers and reporters in the field at news conferences and other assignments. Interns will get experience in using social media for newsgathering. Interns in Investigative do legal research, in-depth pre-interviewing, document searches, general research and tape logging. They will also have the opportunity to accompany producers and reporters in the field. Interns in Special Projects have the opportunity to work on a wide variety of stories from hard news to features. They work closely with producers and reporters and can accompany them on shoots. Responsibilities include research, pre-interviews by phone and tape logging. Interns in the Sports Department will have the opportunity to log video, research stories, and accompany reporters and producers in the field on occasion. Intern will be side by side with news department professionals, learning their craft and gaining valuable experience and knowledge. Each internship will be for approximately 3 months. Candidates who are selected must be enrolled in college. This is a paid internship. The Internship will be considered "at will" employees and the Program can end at any time during each three month period at the station's sole discretion.

CORE COMPETENCIES: Results-Oriented, Dependable, Detail-Oriented, Courteous
Only those individuals who are highly motivated need apply.

Required: Currently seeking a Bachelor's or Master's degree, preferably in Journalism or Communications. Strong social media and writing skills are preferred. Participation in college radio/TV stations/newspapers, magazines and websites will be taken into account. Previous internship or newsroom experience is very helpful. Excellent communication and computer skills are necessary.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscares/JobDetail/Intern/735>

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MARKETING COORDINATOR

Ref#: 22079

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

PRIMARY ACCOUNTABILITIES:

Marketing

Collaborate with Marketing Manager and work with sales executives/managers on developing promotional/marketing opportunities for on-air, digital and taxi advertisers. Create/update sales collateral for all marketing opportunities and online sales. Plan, coordinate and execute client & station promotional events including local casting calls, parades, etc. Work with legal on rules for contests, promotions and productions. Assist with sweepstakes & prize fulfillment for contests/promotions. Coordinate cross-promotions and other marketing initiatives. Manage project plans and timelines.

Production: Coordinate the production of sponsored commercial, promotional and news billboards. Coordinate the production process for commercial and promotional on-air spots including script writing, graphics, shoot-scheduling and releases. Act as liaison between Creative Services, News, Traffic and Sales departments as needed, Manage sponsorships, keeping an updated list and communicating to the Traffic, News and BO&E.

Administrative: Basic administrative duties including: filing, creating purchase orders, trade agreements, creating proposals. Produce PowerPoint presentations and other creative print / on-air media based on conceptual content. Help with sales administration and back of order entry as well as other administrative duties.

Preferred: CORE COMPETENCIES: MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1-2 years industry experience in Marketing/Promotions, TV, and/or Radio/Digital Media.
- Well organized, detail-oriented, creative self-starter with the ability to work under extremely tight deadlines.
- Must take initiative and follow projects through from start to finish while handling multiple tasks.
- Bachelor's degree required (Marketing, Communications, Business Administration)
- Must be advanced with MS PowerPoint, Excel, Word, and Photoshop.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvs Careers/JobDetail/MARKETING-COORDINATOR/2320>

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Meteorologist

Ref#: 12634

CBS Business Unit: CBS Television Stations

Job Type: Temporary / Per Diem / Freelance

Job Schedule: Full-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION: Anchor Weather segments on news shows, as needed.

PRIMARY ACCOUNTABILITIES:

ANCHOR: Present Weather information on-air with understanding and confidence; Report live and on-tape – scripted and unscripted; Appear at public and station events, as required. Maintain an unequivocal commitment to accuracy and fairness; Vacation coverage as needed; Other duties, as assigned

PRODUCER: Prepare and coordinate on-air material for daily newscasts; Ensure that daily show production deadlines are met, in consultation with executive producer and meteorologist; Knowledge of the WSI graphics computer; Ability to create creative graphics on the WSI computer; Monitor weather; Contribute story ideas; Answer weather questions posed by newspaper partner readers; Field produce, as needed
Other duties, as assigned

Required:

CORE COMPETENCIES:

Innovative, organized, and results-oriented
Must have strong knowledge of local and national weather
Ability to assemble high quality video and editorial content
Ability to write and edit broadcast copy
Appear comfortable on camera
Ability to work under deadline pressure
Must demonstrate leadership and people skills
Knowledge and expectation of social media work

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Television weather producing/anchoring experience, preferably five years in top 20 market. AMS Seal required. Degree in Meteorology or similar field
Available to work irregular hours, weekends, and holidays

Preferred:

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/Meteorologist/708>

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Newswriter/Producer

Ref#: 20796

CBS Business Unit: CBS Television Stations

Job Type: Temporary / Per Diem / Freelance

Job Schedule: Part-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION:

Write news copy for anchors, under direction of newscast producer.

PRIMARY ACCOUNTABILITIES:

Work under extreme deadline pressure to create and write factual updated and compelling news copy that is compliant with news strategies.

Screen and edit from both linear and non-linear services to select relevant and engaging pictures and sound.

Work closely with reporters and video editors to produce story coverage, with an eye toward keeping the story both clear and succinct and compliant with news strategies.

Work closely with photographers in the field on breaking news and special assignments.

Support overall quality of the newscast with a keen eye for detail, including spelling, fact checking, balance and fairness.

Conceive, create or order graphics to support news copy.

Vacation-relief show producing duties.

CORE COMPETENCIES:

Results-Oriented and Innovative

Ability to write and edit broadcast copy

Newscast producing skills

Qualifications:

Required:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Three years' experience as a news writer or producer, preferably in a top 20 market.

Bachelor's degree in journalism or similar field.

Preferred:

Familiarity with Chicago area, desirable.

Experience with non-linear editing, a plus.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/NewsWriter-Producer/1027>

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Technician

Ref#: 12615

CBS Business Unit: CBS Television Stations

Job Type: Part-Time (without benefits)

Job Schedule: Part-Time

Job Location: Chicago, IL, US

About Us:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

Description:

PURPOSE OF POSITION: Provide technical assistance at WBBM-TV remote broadcasts

PRIMARY ACCOUNTABILITIES:

Reports to on site Engineer-In-Charge (EIC) and technical manager

Qualifications:

CORE COMPETENCIES: Ability to operate video switchers, audio consoles and video and audio support equipment in a leased mobile television truck.

Ability to operate full-sized broadcast cameras with zoom lenses, character generators and provide support for other lead technicians in a remote television environment.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/Technician/689>

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Account Manager, Special Events / Field Museum

Location: Chicago, IL

The Account Manager's primary responsibility is to work directly with contracted clients to ensure that all logistics and operational aspects of the event are communicated and fulfilled. He/She will act as a liaison between the client and the Museum's operational departments as well as the Museum's approved and preferred vendors to ensure the implementation of a successful event.

The Account Manager will also be responsible for handling inbound calls for a particular market (corporate/convention/wedding/association/gala/meetings). Each manager will have revenue goals and objectives, and are required to contract events as far as four years out.

The Account Manager will assist the Manager and the Director in the development of marketing and promotional pieces as well as the maintenance of prospective and current client databases.

This position reports to the Manager of Special Events and the Director of Group Sales and Special Events.

Qualifications

Bachelor's degree required

3-5 years professional event experience, preferably in a cultural institution or academic environment

Knowledge of catering, audio-visual services and other event support services;

knowledge of hospitality and tourism industry a plus

Understanding of the not-for-profit business atmosphere a plus

Excellent verbal and written communications

Attention to detail; great organizational skills

Polished and professional appearance and demeanor

Ability to make decisions and problem solve

Ability to negotiate contracts and rental agreements

Presentation and public speaking skills a plus

Computer proficiency required

Ability to work extended hours, evenings and weekends

Ability to spend significant time standing and walking; possible light lifting may be required

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

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Annual Giving Director / Field Museum

Location: Chicago, IL

The Annual Giving Director manages the annual giving program, which raises approximately \$5.2 Million in annual, unrestricted contributions from individuals. He/She is responsible for staffing members of the Board of Trustees on Trustee annual giving campaigns and The Leadership Committee of The Founders' Council, as well as, project management of all fundraising for The Chairman's Circle, (\$25,000+ annual donors), The Founders' Council (annual donors giving \$2,500-\$24,999 annually) and the Annual Fund (donors giving \$1-\$2,499 annually). The Annual Giving Director reports to the Vice President of Institutional Advancement and supervises the Donor Relations Manager, Giving Society Manager, Individual Giving Specialist, Annual Giving Coordinator, and Individual Giving Administration.

Responsibilities

Annual Fund Team Management: mentor and guide annual giving staff as they strive to meet and exceed financial goals each year, and assist in setting the goal and monitoring progress throughout the year.

Administrative team participation/leadership: work with Vice President to set goals for Individual Giving Team, work with fellow Institutional Advancement directors to ensure a donor-centered and effective approach to our work and workplace culture, and understand Museum mission and form professional relationships with staff throughout the organization

Auxiliary group management: manage the key volunteer-auxiliary groups to ensure they deliver an optimal experience to the donor/volunteer, and provide a positive financial outcome for the Museum

Qualifications

Bachelors degree required

5+ years of development experience is strongly desired

Annual fund experience required; campaign experience is preferred

Ability to effectively manage, lead and motivate staff

Must possess superior communication skills – written, verbal, non-verbal

Must be able to think creatively and strategically, and communicate ideas, concepts and plans with enthusiasm and diplomacy

Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint; knowledge of Raiser's Edge a plus

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Campaign Administrative Assistant

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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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: CMS 10485

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago & Northern Region — Client Agencies. Travels to various facilities within Chicago & Northern region on an as-needed basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region – Client Agencies

Various CMS/DHS Locations/May Rotate within Region

Chicago, IL (Cook and Lake Counties)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

How to Apply:

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

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Job Title: Carpenter

Agency: Central Management Services
Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time
Salary: \$43.35 - \$45.08 hourly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: PR000 Bid ID#: CMS 10542

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires a working knowledge of tools, methods, and standard practices of the trade. Requires ability to read, interpret, and perform work from plan, sketches, or simple diagrams. Requires ability to make simple arithmetic computations and bulk estimates. Requires ability to climb ladders, stairs, and roofs and access all locations at the facility. Must be able to communicate verbally and follow instructions. Requires ability to lift 75 pounds. Requires an appropriate, valid driver's license and the ability to travel. Prefers completion of a four year carpentry apprenticeship program and four years of experience in the repair and maintenance carpentry field.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 A.M. – 3:30 P.M.; Mon.-Fri. with ½ Hour Unpaid Lunch
Work Location: Central Management Services
Property Management/Facilities Management/Chicago & Northern Region /Ludeman Developmental Center, 114 N. Orchard Drive, Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

You will be contacted if chosen for an interview.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Craftsperson II / Field Museum

Location: Chicago, IL

Craftsperson II position duties include a variety of repairs and installations to the facility which is not limited to one craft. This position will focus primarily on painting and plastering.

Under the direction of maintenance supervisor, team leader, managers and Facility Planning and Operations director.

Responsibilities

May be assigned project leader of small crew for short term (six months or less)

Assist supervisor or team leader with training new staff

Perform specialty maintenance and preventative maintenance throughout museum and exhibition halls

Ensures all equipment and work areas are safe, clean, neat and orderly at all times with in emphasis to safety and accident prevention

Communicate effectively with co-workers, team leaders, other departments and contractors in a professional manner in all phases necessary to locate, correct, repair and complete each job or project

Ability to safely build or suspend scaffolding (ladders, stringers, stages, hooks, ropes, etc.) and operate one-person lift

Perform exterior banner installation and removal

Moves material, supplies, office furniture, exhibit cases and equipment

Maintain accountability and inventory of assigned tools and equipment on a daily basis; keep cart inventory and supplies in a clean organized fashion on a daily basis

Clean up and dispose of any waste in work area

Performs other appropriate duties as assigned by immediate team leader, supervisor or manager

Qualifications: Three or more years of related specialty experience is essential.

Vocational / technical high school diploma or equivalent required. Applies paint using a roller, hand brush, or spray gun on all types of furniture, fixtures, walls, ceilings, etc.

Patches and prepares all surfaces for paint including sheet rock patches, and refinishes all types of furniture. Conducts surface preparation, which involves using cleaning materials, stripping aids and fillers; and applying sealers, fungicidal washes, primers, undercoating and finishing materials with a brush, roller or spray gun. Knowledge of proper procedures for preparation and protection of all types of surfaces (wood, steel, concrete, brick, plaster, etc.)

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Executive Assistant, President / Field Museum

Location: Chicago, IL

We are searching for a proactive, intelligent and highly effective professional to fulfill the role of Executive Assistant to the President.

The Executive Assistant will be the face of Dr. Lariviere's Office and The Field Museum, providing a stellar first impression, superior communication and follow-up with high-level executives, board members, staff, volunteers and visitors.

This individual must be prepared to work in a fast-paced, professional office and balance multiple high-priority projects and tasks simultaneously. Superior communication skills, sound judgment, and a cool, calm demeanor are must-have qualities for this position.

Qualifications

Bachelors degree required

Minimum of 5-10 years experience working in professional office setting

Experience working in administrative capacity for an executive-level position is preferred

Superior interpersonal skills in verbal and written formats

Must possess excellent written and verbal communication skills, and be comfortable with composing correspondence in Dr. Lariviere's voice with a quick turn-around

Ability to work with ambiguity and desire to sort through necessary details to bring issues to closure without prodding

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

Proactive work ethic with the ability to make sound, independent decisions and follow-up appropriately

Must be proficient in both Mac and PC platforms

Advanced skills in MS Office programs (Word, Excel, PowerPoint) and Gmail/Google Calendars are required

Must be able to exercise discretion, good judgment and offer counsel with regard to managing and prioritizing Dr. Lariviere's schedule and interactions

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

Polished and professional appearance and demeanor

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Financial Administrative Assistant / Field Museum

Location: Chicago, IL

The Financial Administrative Assistant prepares, digitizes, classifies, reviews, records, and otherwise facilitates the timely processing of financial documents on behalf of Science and Education.

He/She provides administrative assistance to the staff of the Finance Department of Science and Education with its day-to-day operations.

The Financial Administrative Assistant position is full-time (35 hrs/wk) and benefits eligible.

Responsibilities

Acts as liaison between Science and Education and Museum's Finance department to ensure submitted documents have been completed in full compliance with Museum policies

Assists in reconciliation of financial expenditures and reports

Manages preparation, digitizing, copying and filing of financial documents such as invoices, checks and business expense reports

Reviews and submits timesheet information using the Museum's online system

Other duties as assigned, may include meeting attendance and other related tasks as delegated by Finance Manager

Qualifications

High school graduate or equivalent; college degree preferred

One year administrative experience

Proficient with Microsoft Office

Financial management skills; excellent communication and collaborative skills

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Job Title: Pharmacy Manager

Agency: Human Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$7,456.00 - \$11,576.00 monthly

\$89,472.00 - \$138,912.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-89-90405

Minimum Requirements: Requires sufficient combination of classroom instruction and supervised clinical practicum to graduate from a first professional degree program in pharmacy at a college or university accredited by the Accreditation Council for Pharmacy Education (ACPE). Requires current license as a registered pharmacist in the State of Illinois. Requires two years of supervisory experience as a registered practicing pharmacist of a pharmacy operation or a closely related practice.

Work Hours & Location/Agency Contact: 8:30 am - 4:30 pm
OCAPS/Madden MHC, 1200 S First St, Hines, IL 60141

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

How to Apply:

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

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Job Title: Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Tue. 05/26/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 81839

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in a minimum of a Bachelor's of Science in Nursing. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health organization. Requires Licensure as a Registered Nurse in the State of Illinois. Requires a valid Illinois Drivers License. Program requires 50% travel time and applicant must be physically capable of transporting program materials and exhibits.

Requires knowledge of the Clinical Laboratory Improvement Amendments (CLIA), Mammography Quality Standards Act (MQSA), and Breast Imaging-Reporting and Data System (BI-RADS) requirements for reporting cancer screening and diagnosis. Requires experience with medical audit tools including development of audit criteria and thresholds indicative of a need for further review. Requires good oral and written communications skills.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00PM
Office of Women's Health & Family Services
Division of Women's Health Services, 122 S. Michigan Ave., Chicago, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl, Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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

Option 8N - Nurse Registered II

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