



Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Wed. 05/27/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-89-90161

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in a community organization, social service work, program planning and development or licensure/certification activities of community agencies serving people with developmental disabilities or a mental illness. Requires ability to meet the requirements to be classified as a Qualified Intellectual Disability Professional (QIDP) or a Qualified Mental Health Professional (QMHP) or at least two years of experience in Licensure and Certification of Community Integrated Living Arrangements (CILA) and Community Based Mental Health Programs. Requires thorough knowledge of DHS and OCAPS programs. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

OCAPS/Bureau of Accreditation, Licensure, and Certification

401 S Clinton, Chicago, IL 60607

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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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 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: Clinical Pharmacist

Agency: Human Services

Closing Date/Time: Wed. 05/27/15 5:00 PM Central Time

Salary: \$6,547.00 - \$10,163.00 monthly

\$78,564.00 - \$121,956.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-89-90458

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of an accredited five year College of Pharmacy, including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacists Introduction to Clinical Pharmacy. Requires current registration as a Pharmacist in the State of Illinois. Requires one year professional experience as a registered practicing pharmacist. Requires thorough knowledge of the principles and practices of a professional pharmacy. Requires the ability to prepare pharmaceutical compounds and complex prescriptions. Requires the ability to establish and maintain effective working relations, communicating effectively with all care personnel regarding current drug therapeutics and counseling clients and their families on the importance of and proper use of medications. Requires ability to analyze and properly interpret client medication and nutrition profiles and charts and to identify and recommend modifications. Requires ability to provide leadership and guidance and monitor the activities of nonprofessional pharmacy personnel. Requires ability to maintain accurate records and reports of pharmaceutical purchases, dispensed and stored.

Work Hours & Location/Agency Contact: 7:30 am - 4:00 pm

OCAPS/Shapiro Developmental Center

100 East Jeffrey St, Kankakee, IL 60901

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

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: Health Facilities Surveyor I - Opt 3

Agency: Public Health

Closing Date/Time: Thu. 05/21/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80557

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires one year of progressively responsible professional experience in the field of nutrition. Requires extensive knowledge of state and federal nutrition standards, rules and regulations. Requires possession of a valid Illinois drivers license. Requires the ability to travel

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations, 245 W. Roosevelt Rd., West 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 3 – Dietitian

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of South Loop
2147 S Lumber St
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - NA

Mon - 6am to 2pm

Tue - 6am to 2pm

Wed - 6am to 2pm

Thu - 6am to 2pm

Fri - 6am to 2pm

Sat - 6am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149508&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 7pm
Mon - 2pm to 7pm

Tue - 2pm to 7pm
Wed - 2pm to 7pm

Thu - 2pm to 7pm
Fri - 2pm to 7pm
Sat - 8am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147917&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO, IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 7am to 7pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 7pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 11am to 8pm

Sat - 11am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148719&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 8am to 5pm
- Tue - 8am to 5pm

- Wed - 8am to 5pm
- Thu - 8am to 5pm
- Fri - 8am to 5pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147911&mode=\

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings. Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 8am to 5pm
- Tue - 8am to 5pm
- Wed - 8am to 5pm
- Thu - 8am to 5pm
- Fri - 8am to 5pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147912&mode=

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Green Ambassadors Internship Supervisor / Field Museum

Location: Chicago, IL

The Internship Supervisor will facilitate the Green Ambassadors Internship program, a six-week summer internship for Chicago high school students. The Internship Supervisor will support program development, planning, implementation and logistics four days a week starting in late May/early June. The program and this position conclude mid-August 2015.

Green Ambassadors engages youth from the Bronzeville, Pilsen, and Little Village neighborhoods in a summer-long research action project. Interns learn from museum scientists, community organizations, and other experts about local community and conservation issues in Chicago. Interns build their community environmental leadership skills and engage multiple stakeholders in order to develop their own vision for nature in Chicago.

Responsibilities

Support recruitment, registration and orientation of Green Ambassadors Interns. Coordinate logistics for the internship, including transportation and community meeting spaces.

Work with Field Museum staff to use the Green Ambassadors curriculum to develop a daily schedule of activities for the six-week internship.

Prepare educational and leadership materials as needed for the internship.

Coordinate with community-based organizations to help students develop a meaningful project.

Facilitate daily activities for the interns and assist students in the implementation of their project.

Work with interns to organize and prepare a final presentation on their internship experience.

Provide general administrative support as assigned.

Qualifications

Bachelor degree in education, environmental science, or a related field, or equivalent

Experience teaching high school students in formal and non-formal settings

Knowledge of urban conservation issues

Knowledge of youth leadership development

Must have a valid drivers license and ability to drive a 12-passenger van

Bilingual (Spanish) preferred

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

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Member Benefits Manager / Field Museum

Location: Chicago, IL

The Membership Benefits Manager is responsible for membership stewardship. This individual engages members, identifies member needs and is responsible for cultivating and enhancing the relationship between the Museum and its members. This position works to increase member loyalty, upgrades and renewal revenue.

The Member Benefits Manager will report to the Director of Membership and Annual Funds.

Responsibilities

Manage member services including telephone, mail, and email. Develop creative service plans to meet member special requests or needs. Maintain an understanding of customer needs and issues, as well as how business processes affect customer, member and donor satisfaction.

Develop and monitor member satisfaction benchmarking.

Manage all aspects of gift memberships and special revenue generating programs: strategy, budget, marketing, fulfillment, customer service and analysis.

Manage and coordinate all aspects of member events such as Members' Nights, Member exhibition previews and breakfast lectures, etc. Analyze and compile event attendance statistics and survey results to ensure program enhancements.

Manage department social networking and web site needs.

Participate in the team delivering In the Field magazine. Manage aspects of contracts, scheduling, editing, approval, payments and storage of supplies.

Implement and manage e-renewal cycle to current monthly renewal program. Work with data team to pull lists and format, schedule and manage e-renewals.

Assist the Floor Operations Manager and team with service to members and donors at the Membership Services Desk when necessary. Use correct bank out procedures to ensure all sales and monies are reported.

Manage membership vendor relationships for card fulfillment, premium offering, member stickers, gift supplies, event supplies.

Manage loyalty program with the Annual Fund team to highlight 20+ year members.

Qualifications: Bachelor's degree required. Must have previous supervisor/management experience. Must be available to work weekends and holidays as needed. Proven ability to think strategically and on a day-to-day operational level. Proven ability to manage department with sensitivity to institutional financial and operational goals. Superior communication skills, both written and oral. Proficient in Microsoft Office. Proven ability to manage multiple projects simultaneously. Proven ability to lead and manage department teams.

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

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Media Producer / Field Museum

Location: Chicago, IL

The Media Producer will visualize, design, and execute science and exhibition-based video storytelling initiatives that will live in social media and within online interactives. This position is a hands-on director of photography and video editor with at least some experience creating motion graphics. The Media Producer works within the Digital Communications group in collaboration with the Social Media Strategist and the web team, and will report directly to the Web and Digital Communications Director. The goal of this position is to capture the story of how we do what we do, and of the experience of wonder and curiosity felt by our visitors, and show this to the world.

This is a 1-year term position.

Qualifications

Bachelor's degree in Marketing, Communications, Journalism, Fine Arts, or Liberal Arts, preferred. Excellent written and verbal communication and collaborative skills an absolute requirement. Digital portfolio submission required. Please include link(s) in resume. Experience in pre- and post-production and directing is required. This includes: knowledge of cameras and lenses, photography and composition, lighting setup, sound setup and execution, script supervision, and film/video project management. Expert-level experience with video editing software - either Final Cut Pro or Premiere. Expert-level experience with sound recording/editing. Proficiency with other Adobe Creative Suite software. Experience with DSLR video production. Flexibility with filming times and availability as some shoots may occur outside normal working hours. An understanding of YouTube and other social platforms as tools for community building and audience engagement. Ability to form and maintain collaborative partnerships across a complex organization with diverse constituencies. Ability to thrive in complex environments, adapt to change, evolve personal and departmental processes and approaches to the work. Able to maintain focus on the details without losing sight of the grand vision. A self-directed individual who operates with urgency, focus, and discipline. A willingness to be right while being a good sport; the courage to be wrong; smart enough to learn from failures. Loves to say yes, smart enough to say maybe, willing to say no (even to your boss); always offers ideas and a way forward. Loves having ideas as well as embracing others'. Supports teammates and contributes to overall positive vibe within the Communications Team.

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

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Writer, Corporate and Foundation Giving / Field Museum

Location: Chicago, IL

Responsibilities

Responsible for a variety of writing projects for corporate and foundation giving, including proposals, online grant applications, sponsorship briefs, presentations, reports, newsletters, pledge reminders, acknowledgement letters and other correspondence.

Responsible for conducting the full range of activities required to prepare and submit grant and sponsorship proposals to foundation and corporate sources.

Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.). Maintain supporting documents for proposals including budgets, board lists, financial statements, donors lists, etc.

Perform prospect research to evaluate prospects for corporate and foundation giving including preparing meeting briefings and profiles.

Work with other departments (finance, human resources, science and education) to gather information necessary for proposals and reports.

In collaboration with the Stewardship Manager, Corporate and Foundation Giving, write and compile stewardship reports and other communications to donors and sponsors.

Maintain records in database and in paper files, including grant tracking and reporting. Develop written content for institutional materials (including Annual Report, Member magazine, etc.) as required.

Collaborate with data services team in ensuring corporate and foundation gifts are appropriately receipted and acknowledged, including coordination with relationship managers. Compose and update letters as required.

As a member of the Institutional Advancement department, support events and other stewardship activities, including corporate mailings, event invitations, and event logistics. Other duties as assigned.

Qualifications

Bachelor's degree in communications, English, humanities field or equivalent required.

2-3 years experience in fundraising development, including previous proposal writing experience required. Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals. Outstanding grammar and research skills. Knowledge of basic fundraising techniques and strategies. Knowledge and familiarity with research techniques for fundraising prospect research. Collaborative spirit. Ability to work on multiple projects simultaneously and meet deadlines.

Computer skills: Microsoft Office Suite required, Raiser's Edge and InDesign preferred.

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Marketing Assistant North Region Job ID: 2120

Closing Date: 05/24/2015

Administrative/Marketing Assistant

Date Posted: 5/11/2015

Location: NORTH REGION - WARREN PARK

FLSA Status: Non-Exempt

Reports to: Communications/Marketing Manager

Career Service: Exempt

Date Approved: 4/12/00

Union/Non-union status: Non-union

Position Purpose:

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

Principle Accountabilities:

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

Physical Requirements

Education Required:

High School Diploma or GED equivalent

Experience Required:

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

Salary: \$36,121

This position description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this position. Incumbents may be required to perform other duties as assigned by management.

Apply online at

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

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Program Facilitator (H) - Gardening Job ID: 2116

Closing Date: 05/22/2015

Cultural/Program Facilitator (H)

Date Posted: 5/8/2015

Location: Central Administration Building

Region: Administration

This is a year-round, part-time position. Anticipated 30 hours per week. Hours and schedule will vary upon the season and program schedule. Chicago Park District Gardening programs include Harvest Garden, a three-season children's organic gardening program that gives park kids hands-on learning experiences in organic gardening practices, cooking, nutrition, crafts, games and more; and the Community Gardens in the Parks program, which provides guidance and support to approximately 80 community garden groups across the city.

PROGRAM-SPECIFIC EXAMPLES OF DUTIES:

Assists in the day to day program operations including program staffing, scheduling, coordinating supplies, event planning, budget management and a range of office duties. Assists in ongoing curriculum development for the Harvest Garden program around the subjects of organic gardening, sustainability and nutrition. Identifies educational, networking and leadership development opportunities for community garden groups. Provides garden-based educational support and guidance to garden groups, park staff and volunteers. Helps to prepare, plant and maintain the children's organic gardens. Provides support to other Culture, Arts & Nature programs and initiatives as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: A Bachelor's Degree in Education, Social Science, Horticulture or related field; plus two years' experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred. **Knowledge, Skills and Abilities:** Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

A valid Driver's License and an ability and willingness to travel throughout Chicago is required for this position. SALARY: \$15.85 per hour

Apply online at

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

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Recreation Leader (H) YEAR ROUND Job ID: 2130

Closing Date: 05/25/2015

Recreation/Recreation Leader

Date Posted: 5/12/2015

Location: Schreiber Park

Region: North

POSITION up to 28 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.63 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 2121

Closing Date: 05/25/2015

Recreation/Recreation Leader

Date Posted: 5/11/2015

Location: Homan Square

Region: Central

(YEAR ROUND POSITION) up to 16 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.63 per hour

Apply online at

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Recreation Leader (H) YEAR ROUND Job ID: 2122

Closing Date: 05/25/2015

Recreation/Recreation Leader

Date Posted: 5/11/2015

Location: *Sheridan Park*

Region: Central

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.63 per hour

Apply online at

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Recreation Leader (H) YEAR ROUND Job ID: 2123

Closing Date: 05/25/2015

Recreation/Recreation Leader

Date Posted: 5/11/2015

Location: Jesse White Park

Region: Central

(YEAR ROUND POSITION) up to 25 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.63 per hour

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