



Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

Position Summary

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS: Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles. Must possess a comprehensive knowledge of pertinent state and municipal traffic laws. Must possess the skills necessary to accurately read and interpret bus schedules. Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner. Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.
CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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INTERN (Seasonal) -Volleyball REPOST Job ID: 2142

Closing Date: 06/01/2015

Administrative/Intern (H)

Date Posted: 5/19/2015

Location: NORTH REGION - LINCOLN PARK CULTURAL CENTER
CHICAGO PARK DISTRICT - DEPARTMENT OF HUMAN RESOURCES

Title: Intern (S) VOLLEYBALL

Level: 2601

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

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

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

Career Service
Salary \$11.77/ hr

EEO: Administrative Support

FLSA: Non-Exempt

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Job Title: Public Service Administrator - Permanency Supervisor

Agency: Children & Family Services

Closing Date/Time: Thu. 06/04/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: DeKalb County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1531005-311757

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM
DCFS DeKalb Field Office, 760 Peace Road, DeKalb, IL 60115, Supervisor: A. Harris

Contact: Lora Busse-Fleck / DCFS Aurora Regional Office
8 E. Galena Boulevard, Aurora, Illinois 60506
Phone: 630.801.3575 Fax: 630.801.3530

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 6 - Health & Human Services

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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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Account Manager, Special Events

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

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Craftsperson II

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.)

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Financial Administrative Assistant

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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Writer, Corporate and Foundation Giving

Location: Chicago, IL

The Writer, Corporation and Foundation Giving, serves as the primary proposal writer for corporate and foundation giving at The Field Museum.

This position reports to the Director of Corporate and Foundation Giving and supports three additional corporate and foundation giving officers.

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.

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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N. W. Harris Learning Collection Assistant

Location: Chicago, IL

The Field Museum's Student Learning Experiences Team provides innovative programs and resources for preK-12th grade educators and students connected to the Museum's world-class scientific collections and research. As a member of the team, the Learning Collection Assistant will support operations of the N. W. Harris Learning Collection- diverse cultural artifacts, biological specimens and dioramas made available to educators and parents for engaging students in object-based learning. Work includes organizing and preparing learning collection materials, supporting the development of the web-based rental system, and assisting with general program operations. In addition, the Learning Collection Assistant will staff the program on Saturday, as well as Tuesday and Wednesday evenings, interacting directly with program users, primarily educators, and picking up and returning materials.

This position reports to the N. W. Harris Learning Collection Administrator. Please note that the position is part-time at 21 hours/week (expected schedule - Saturday 9-5pm and Tuesday and Wednesday 3-7pm).

Responsibilities

Assist with general program operations: manage inventory of materials, coordinate use of and maintain program space, regularly engage with and support educator and/or family program users, and correspond with program users via email and phone. Organize and prepare materials: assist with ordering new and replacement materials, assemble and organize materials, maintain accurate inventory of written materials, and write and/or review various educational materials. Support implementation of web-based rental system: organize visual and written information for web system, contribute content to Learning Collection web page and online catalog, assist in creating SOP for new rental system and writing of operations manual, and provide customer support during launch of new website. Support other educational programs as needed.

Qualifications: Strong organizational and interpersonal skills. Ability to work independently and with attention to detail required. Proficiency in Microsoft Office and Google applications required. Experience working with web-based systems and data-entry required Experience using Adobe Illustrator and Adobe Creative Suite software preferred Frequent lifting of collection materials (<40 lb.) Ability to work Saturdays and some evenings required. Knowledge of preK-12 science and/or social studies required Some college coursework in education, science or social sciences field, or museum studies required; undergraduate degree preferred. Some professional or volunteer experience in preK-12 science or social studies education, museum education, collections management, or the sciences preferred

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Posting Title: Administrative Assistant, Plant and Facilities Department

Auto req ID 837BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Plant & Facilities Administration

Union Status Non-Union

Work Shift Monday thru Friday

The requirements for this position include the following:

High School graduate or equivalent (GED) required. Three years of both administrative office experience and construction or facilities purchasing experience required. Ability to assume an increasing level of responsibility and independence essential. Computer proficiency with Microsoft Outlook, Word, and Excel required. Experience with database packages essential. Must be accurate and have ability to use number key pad for data entry. Ability to work as part of a team and take initiative. Excellent organizational skills required. Strong interpersonal skills needed. Must possess effective problem-solving abilities, sound, logical decision-making skills. Must be able to effectively prioritize work and have an eye for detail and accuracy. Ability to work with little or no direct supervision. Must be able to maintain confidentiality of information. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The preferred qualifications include:

Associate's Degree in Business Management, Accounting or related field or equivalent combination of related training and/or experience is preferred. Prior experience working with budgets preferred. Knowledge of PowerPoint and other office software packages preferred. Knowledge of Maintenance Connection Database or other computerized work order system preferred. Prior payroll experience a plus. Multilingual ability, Spanish fluency a plus.

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Posting Title: Banquet Set-up

Auto req ID 835BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Schedule Details This position requires flexibility to work mornings, evenings, holidays, weekends, and non-standard hours. Catered Events employees may be required to work a 10-hour day or longer; and may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m.

As Banquet Set-up, you will be assisting the catered events and culinary team in the set-up for all events according to the customizations specified on the Banquet Event Order.

Position Requirements and Specifications: Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. Due to the driving requirement, a valid driver's license is required; you must be at least 18 years of age for this position. This is a temporary position. Starting wage: \$8.90 per hour.

The requirements for this position include: High School graduate or equivalent combination of training/experience preferred. One-year banquet/catering experience desired. Minimum 18 years of age required. Demonstrated experience coordinating multiple projects and activities preferred. Strong customer service skills required. Must have ability to work well with minimal supervision and to complete and follow through on tasks independently. Must be reliable, neat, highly organized, and accurate. Must be able to work effectively under pressure and meet strict deadlines. Must be able to work weekends and evenings as required. May be required to work a 10-hour day or longer. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

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Posting Title: Supervisor Food Service, Bison Prairie Grill

Auto req ID 831BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details: Brookfield Zoo is open every day of the year including weekends and holidays. We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open.

Position Requirements and Specifications: Brookfield Zoo is open 365 days a year. This position highly prefers flexible availability to work any 5 out of any 7 days each week including weekdays, weekends, and holidays. This is a temporary position. The minimum starting wage for this position is \$10.25/hr.

The requirements for this position include:

High School graduate or (GED) equivalent preferred. Minimum one year relevant experience in a food service environment required. Strong customer service orientation required. Must possess good communications and interpersonal skills. Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. Incumbent must be responsible, reliable, and conscientious. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Incumbent must have ability to learn and follow Society policies and departmental procedures and standards. Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Food Service employees may also be required to assist temporarily at other Guest Services locations. Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions.

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Posting Title: Police Officer / EMT (Temporary)

Auto req ID 833BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Public Safety

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details This is a part-time, temporary position working approximately 20 hours per week, including weekdays, weekends, evenings, and holidays as assigned.

As a Police Officer / EMT (Seasonal), responsibilities include the following:
Follow Society and departmental established safety and procedural rules. Maintain work area and equipment in clean and functional condition. Enforce and administer the enforcement of park rules, regulations, state, federal and local statutes. Prepares field reports and required paperwork in accordance with established department procedures. Promotes a positive public image and interactions and responds to inquiries and requests for information. Direct traffic inside and outside the park as assigned. Monitor facilities, parking, and adjacent properties for safety, hazards, and security. Provide assistance in law enforcement and other assigned activities to local community police departments as requested. Position Requirements and Specifications: This is a seasonal (temporary) position.

This position includes the following requirements:

Associate's degree in criminal justice or equivalent combination of related training and experience required. Minimum two years relevant security or loss prevention experience required. Minimum one year patrol officer experience preferred. Must be an Illinois State Certified Police Officer. Valid Firearms Owners Identification (FOID) Card required at time of hire. Strong customer service orientation. Ability to effectively communicate and interact with a diverse audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Spanish fluency a plus, but not required. This is a part-time, temporary position working approximately 20 hours per week, including weekdays, weekends, evenings, and holidays as assigned. This requisition is to actively recruit for an immediate temporary opening for 2015.

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Posting Title: Set-up Supervisor, Catered Events (Seasonal)

Auto req ID 836BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

As the Set-up Supervisor in Catered Events, you will be responsible for assisting the Banquet Managers in the execution of all instructions toward the completion of all assigned events ensuring that all equipment and material is delivered and set-up in a timely fashion. You will make use of prior banquet/catering experience as you supervise, coach and provide direction to set-up crews, enabling them to succeed in the completion of tasks for event execution. You will convey to the Banquet Managers the status of the facilities, equipment and work performance of the set-up staff on a regular basis. You will also ensure the retrieval and proper storage of audio/visual equipment, tables, chairs, rental equipment and other materials from remote locations on a daily basis and ensure the maintenance of all work and storage areas so they are in compliance with life safety requirements and sanitation standards. Starting wage: \$9.75 per hour.

The requirements for this position include:

High School graduate or equivalent combination of training/experience preferred. One year banquet/catering experience helpful. Previous supervisory experience is helpful. Must read and speak English fluently. Must be reliable, neat, highly organized and accurate. Strong customer service skills desired. Must be able to work effectively under pressure and meet strict deadlines. Ability to work well with others while providing direction. Ability to be productive with little supervision. Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

This requisition is to actively recruit for an immediate temporary position for 2015.

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Marketing Events Representative

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary:

This is a seasonal, part-time position with Shedd Aquarium's Marketing department. The Marketing Events Representative supports Shedd Aquarium's promotion and public outreach initiatives by assisting the Promotions and Events Manager.

Responsibilities and Duties:

- Demonstrate commitment to Shedd's vision, mission and values.
- Coordinate and fulfill cross-promotional partnership deliverables and serve as a point of contact with Shedd promotional partners.
- Assure promotions are properly executed on-site at Shedd and through associated e-communication channels, working with the e-communications team.
- Represents Shedd to public audiences at off-site and on-site events.
- Responsible for event coordination, preparing materials, set-up and tear-down.
- Transport Shedd materials, animals and staff and volunteers to and from event locations.
- Keep stock of promotional materials and notify Promotions and Events Manager when stock needs to be replenished or repaired.
- Perform other duties as needed.

Education: High school degree required; Bachelor's degree or currently enrolled in a bachelor's or master's degree program preferred.

Experience:

Candidates should possess excellent oral and written communication skills and strong leadership skills and motivation. Experience in event coordination and activation, marketing, or communications preferred. Must have vehicle and valid driver's license, insurance and willingness to drive to outreach sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Guest Experience Manager

Location: Chicago, IL

Experience: 3 - 5 Years Experience Salary: Unspecified

FLSA Status: Exempt Hours: FULL-TIME

Position Summary:

The Guest Experience Manager embraces and models Shedd's mission and Service Standards to lead a 180-person experience team to run a 364-day guest facing operation. The position builds continuous improvement to the guests' experience through mission-driven creativity and advanced technical and technological application. It elevates the staff's experience and performance by enhancing formal training and recognition programs. It drives efficiency and flexibility in the operation with a focus on innovatively increasing various revenue streams. This is a responsible exempt-level position and requires the ability to work evenings, weekends, and holidays.

Describe Experience:

3 - 5 Years Experience

Qualifications:

Required:

- Minimum of 3-5 years of experience in a guest service/attraction environment.
- Experience managing a team of 100+ people, including assistant managers and leads.
- Experience with inventory management and loss prevention preferred.
- Excellent guest service skills and response efficiency.
- Strong interpersonal and verbal/written communication skills.
- Strong attention to detail, organizational, problem-solving, and time management skills.
- Must be proficient with Microsoft Office 2010, especially Outlook, Excel, and Word.
- Demonstrated ability to work with confidential information.
- Must possess a team oriented working style and be a self-starter.
- Must be able to work irregular hours including evenings, weekends, and early mornings.

Preferred:

- Strong motivator who builds self-confidence in others to achieve goals and objectives.
- Proven ability to foster collaboration and alignment of key departments and partners.
- Experience working with customer relationship management software.
- 4-year college degree

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Coordinator of Guest Engagement

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary: The Coordinator of Guest Engagement uses creativity, evidence-based teaching and learning practices and a passion for the natural world to coordinate a programmatic suite that enhances the learner's ability to connect to the natural world and take further steps to protect aquatic life for future generations. S/he has expertise in learner-centered teaching strategies, especially as it relates to interpretation, leadership development and guest experience. S/he supervises two part-time guest engagement assistants and also works with the engagement specialists through the project management of the Guest Engagement suite of programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 2 years of experience in planning, development, implementation and evaluation of interpretive programming, teen and volunteer programming, adult programming and training. Preferably in an informal setting
- Minimum 2 years supervisory experience
- Experience working with the following audiences: teens, volunteers and adult professionals
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills

Preferred

- Budget management experience

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Preferred - Budget management experience

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Merchandising Team Associate

Location: Chicago, IL

Requisition ID: 762-908433

Posting Date: 5/11/2015

Shift: 1st

Status: Regular

GENERAL PURPOSE OF POSITION: The Merchandising Team Associate (MTA) will be responsible for the timely flow of merchandise from the receiving area to the sales floor, ensuring the sales floor is continuously well-stocked with new receipts and merchandised according to company standards. The MTA will ensure proper presentation of all new and clearance merchandise and assist with the placement of tables and fixtures for promotional events.

RESPONSIBILITIES:

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation

Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times. Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty. Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines

Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events

Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged

Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty

Participate in year-end inventory and cycle counts

Understand the causes of shortage and how to prevent it

Any other tasks as assigned from time to time by any member of the management team

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<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-5035506>

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Receiving Associate

Location: Chicago, IL
Requisition ID: 762-908435
Posting Date: 5/11/2015
Shift: 1st
Status: Seasonal

GENERAL PURPOSE OF POSITION: As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area
Clear processed garments/cartons to staging areas
Ensure the truck is unloaded
Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler
Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

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