



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 07/22/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-92-83398

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed, and filed. Types a variety of routine forms, form letters, cards, and records.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of high school and one years of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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

Kane/Elgin 700 S State St Elgin, IL 60123

How to Apply: Please submit CMS 100 (revised 01/2014) applications to:

Lisa Horsley / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

No e-mailed applications will be accepted.

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. A copy of the current grade and a CMS100 Employment Application (no old forms will be accepted) must be submitted with the bid form to the contact named above prior to the posting closing.

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 2 - Typing

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JOB: ACCOUNT EXECUTIVE
ABC

Job Description:

ABC 7 Chicago seeks a motivated self-starter looking to overachieve in the role of Local Account Executive at one of the strongest television stations in the country in the 3rd largest market.

Responsibilities:

This challenging and rewarding position will be responsible for the development of new business partnerships, sales and execution of internet, digital and mobile applications, sales promotions, station sponsorships and local marketing initiatives.

Basic Qualifications:

This position requires a proven track record of success in sales/new business development, experience in transactional business within advertising agencies as well as direct client contact. Position requires strong writing and presentation skills and PC and Mac literate (MS Outlook, Word, Excel, PowerPoint, Keynote) is imperative.

Preferred Qualifications:

A background in media research and/or product marketing is helpful. Knowledge of Wide Orbit traffic system a plus. Five years experience in electronic media sales is preferred.

Required Education:

College Degree Required.

Additional Information:

Interested applicants may send their cover letter and resume to:

Ray Saleh
Vice President/Sales Manager,
190 North State Street, Chicago, IL 60601.

Candidates may also apply on-line at www.disneycareers.com by uploading a resume file. No phone calls please.

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Equal Opportunity Employer - Female/Minority/Veteran/Disability
Reporting Location - Chicago, IL

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NEWS EXECUTIVE PRODUCER

ABC

News Executive Producer

Job Description:

WLS-TV, Chicago's number one news organization is looking for a seasoned television journalist with a proven track record in solid coverage and presentation of the news.

Basic Qualifications:

Must have the skills to motivate, lead and strengthen this ABC-owned station.

Excellent writing, copy editing, production and digital/social media skills required.

Successful candidate will have prior experience as executive producer or substantial newscast production background in a large market.

Additional Information:

Interested applicants may send their resume to Jennifer Graves, VP & News Director, WLS-TV, 190 N. State, Chicago, IL 60601.

No phone calls please.

Applicants may also submit their resume and cover letters by logging onto www.disneycareers.com

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ASSISTANT NEWS DIRECTOR

ABC

Job Description:

The Assistant News Director works with the News Director to implement the strategic goals of the newsroom. Duties include overseeing daily newsgathering and coverage across multiple platforms, leading aggressive breaking news coverage and planning special event coverage. He/she works with the newscast Executive Producers and Assignment Manager to define assignments and story angles and to produce compelling and engaging newscasts. The Assistant News Director also manages the investigative team and plans year-round promotable story calendar. He/she works with the promotion department to craft impactful news promotions. The assistant news director also maintains the editorial, ethical and legal integrity of our product by working with reporters and the legal team as necessary. He/she also assists the news director in hiring decisions. Some administrative duties involved, such as scheduling.

Basic Qualifications:

Minimum of four years' experience as an Assistant News Director, Executive Producer or similar news management role
Solid leadership and interpersonal skills with ability to motivate staff
Strong editorial background with knowledge of journalistic, ethical and legal standards
Knowledge of news writing and newscast production
Knowledge of social media and digital platforms
General knowledge of newsroom systems

Required Education:

College degree, preferably in journalism or communications, required

Additional Information:

Interested applicants may send their resume to Jennifer Graves, VP and News Director, WLS-TV, 190 N. State, Chicago, IL 60601.

No phone calls please.

Applicants may also submit their resume and cover letters by logging onto www.disneycareers.com

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ENG MAINTENANCE SUPERVISOR

ABC

Job Description:

ABC 7, Chicago's #1 news station, is looking for an ENG Maintenance Supervisor.

Basic Qualifications:

Ideal applicant has a strong technical background in digital ENG systems including HD and SD video systems, maintenance of vehicles, cameras, microwave systems and satellite uplinks.

A minimum of 5 years technical maintenance experience is required. Candidate must be a self-starter and highly organized.

He or she must also exhibit an ability to work with Engineering and News personnel in a demanding environment.

Applicant must be comfortable working in an IT - intensive environment.

Preferred Education:

College degree in Electrical Engineering or SBE Certification preferred.

Additional Information:

Send resume to Kal Hassan, VP & Director of Engineering, WLS-TV, 190 North State Street, Chicago, IL 60601.

Applicants may also upload their cover letter and resume at www.disneycareers.com.

No phone calls please.

Salary per NABET/ABC Agreement.

Job hours may involve nights and weekends.

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NEWSWRITER-FILL-IN PRODUCER
ABC

Job Description:

ABC 7 Chicago's #1 news is seeking a newswriter who can also fill in as a newscast producer.

Basic Qualifications:

The ideal candidate should have rock-solid news judgment, excellent writing skills, ability to visually tell a story and engage viewers using multiple platforms including our website, social media and wireless.

No beginners. You must have proven experience producing fast-paced newscasts.

The ideal candidate must have 3-5 years newscast producing in a medium or large market, a vision for creating interesting graphics and experience desktop editing.

Person must be able to work a flexible schedule.

Required Education:

College degree required.

Additional Information:

Candidates may apply on-line at www.disneycareers.com by uploading a resume file or by sending a resume to:

Janet Hundley, Assistant News Director
WLS-TV, 190 N. State St.
Chicago, IL 60601.

No phone calls please.

This is a NABET represented position.

Equal Opportunity Employer M/F/D/V.
Reporting Location - Chicago, IL

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Title: Meeting Planner City: Chicago State: IL Job Type: ADMIN-Coordinator

Summary

A company in the medical industry has a need for a Meeting Planner. The company is located in Chicago, IL and the position is a contract to hire role.

Responsibilities

Plans and executes meeting arrangements for events:

- *Determine, prepare and submit meeting room set-ups, food and beverage, audiovisual, signage, special functions, and off-site events to meeting site staff.
- *Monitor housing and billing for the meetings.
- *Sole responsibility for input of all information gathered from internal clients and hotels.
- *Prepare complex special report: gathering, summarizing and analyzing data.
- *Design and compile the data into PowerPoint presentations with broad distribution.

Other duties as required, including:

- *Establish and maintain numerous divisional tools (calendar of confirmed meetings, city-wide meetings calendar.)
- *Provide general project support to the VP and Director, which includes telephones, word processing, board mailings, travel arrangements, ordering supplies.
- *Serves as alternate point of contact for Director and VP, with high level liaison.

Qualifications

- *Time management skills.
- *Process development/implementation and self-initiated action to identify and resolve workflow problems.
- *strong written and oral communication skills including composition, editing, and proof reading for correspondence reports and other project related materials.

If you are interested in the role listed, please click "Apply Online" below. If you are already a part of our Talent Community, please log in with your personal credentials. If you are new to Lakeshore, please click "Sign up now" which will provide you with an opportunity to send us your information and for us to send you login credentials for any future applications you may wish to submit.

Don't forget to have some fun...after all...Work's a Beach!

See more at:

http://jobs.livinglakeshore.com/index.smpl?arg=jb_details&POST_ID=1704685&rid=In deed#sthash.aFmf8l8s.dpuf

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Event Coordinator

Posted by: Catholic Charities of Chicago

Posted date: Jul-08-14

Location: Chicago

State IL

Deadline Aug-07-14

Agency Email agerland@catholiccharities.net

Mandatory Job Qualifications

Minimum Requirements: BA. 2 –3 years w/event planning experience.

Other Requirements:

- Proven record in successful special event organization and execution.
- Proven record in securing sponsorship dollars for special events.
- Must have very strong organizational skills, the ability to establish priorities and apply available information and resources to complete assignments on a timely basis.
- Demonstrate experience in working with and managing volunteers or other strong “interpersonal relationship” jobs.
- Must be capable of exercising good judgment and confidentiality in dealing with volunteers, donors and staff and must have patience and understanding of the needs of others.
- Demonstrate ability to multi-task and think creatively; must be independent, accurate, reliable and a hard worker. Must be able to perform effectively under pressure of demanding deadlines and with limited supervision and instruction.
- Strong presentation skills, oral and written are required. Have excellent command of the English language.
- Works independently and exercises a high level of judgment.
- Excellent knowledge of PC software, including Word and Excel a must. Knowledge of Raisers’ Edge and PowerPoint helpful.
- Ability to maintain a positive attitude and be extremely flexible.
- Must be available for evening and weekend hours.
- Must have access to a car and must possess a valid driver’s license.
- Must have a team attitude to work with internal and external constituencies and a good sense of humor.

Desired Qualifications: BA. 3 – 5 years of experience.

How to Apply

This job is open for online applications.

Name: Andrew Gerland

Address: 721 N. LaSalle Drive, Chicago, IL. 60654

Email: agerland@catholiccharities.net

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Job Title: Driver Apprentice

Job ID 401004BR

Address Line 1: 10100 Virginia Ave

City: Chicago Ridge

State: Illinois

Zip Code: 60415

Position Status: Full-Time

Grade: DRA

POSITION OVERVIEW:

Through education and driving skills development, become proficient in the operation of a tractor trailer combination. Responsibilities include non-driving duties such as forklift operation and working the dock.

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

QUALIFICATIONS:

- Must possess a class A Commercial Driver's License (CDL) or a CDL permit prior to entering job classification
- Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills
- Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more
- Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

Division Category: Operations

Company Name: FedEx Freight Inc.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=16501&partnerid=25892&siteid=5069&mode=job&iis=Indeed.com&iisn=Indeed.com>

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Program & Event Coordinator (Seasonal) - Movies in the Parks REPOST

Job ID: 1595

Closing Date: 07/23/2014

Cultural/Program & Event Coordinator (H)

Date Posted: 7/9/2014

Location: Central Administration - CULTURE ARTS NATURE

This is a Seasonal Position

This position will be primarily responsible for the daily operations and logistics of the Movies in the Parks program – including overseeing program crew and staff schedule, troubleshooting audio/visual and technical equipment, traveling to parks across the city (up to 3 per evening) and delivering equipment/supplies as needed and working shifts as part of the Movies in the Parks crew to cover staff absences and vacancies. As such, as a primary job duty, this position will require an employee have reliable access to a personal vehicle in order to travel between various sites across Chicago during the assigned shift.

CHARACTERISTICS OF THE CLASS: Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Salary \$18.00 / Hourly Career Service: Exempt EEO: Professional FLSA: Exempt

Apply online at

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

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1599

Closing Date: 07/24/2014

Custodial/Attendant (H)

Date Posted: 7/10/2014

Location: CENTRAL REGION - WILSON COMMUNITY CENTER

THIS POSITION IS BUDGETED FOR UP TO 29 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

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

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1600

Closing Date: 07/24/2014

Custodial/Attendant (H)

Date Posted: 7/10/2014

Location: CENTRAL REGION - LECLAIRE/HEARST COMMUNITY CENTER

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

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Salary: \$13.61 per hour

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Junior Tree Surgeon (M) Job ID: 1604

Closing Date: 07/27/2014

Forestry/Junior Tree Surgeon (M)

Date Posted: 7/10/2014

Location: NATURAL RESOURCES - NATURAL RESOURCES

EXAMPLES OF DUTIES: Uses a variety of techniques, including climbing with a rope and saddle, to perform tree care, maintenance, removal and other arboricultural activities. Performs planting, pruning, trimming, watering, fertilizing and other related tree and shrubbery maintenance and construction activities. Assists in performing routine tree surgery on damaged plant life including cabling, rodding and cavity work. Treats trees and shrubbery for disease or infestation. Operates landscape construction and tree and shrubbery maintenance equipment and machinery including, but not limited to: backhoes, front end loaders, lopping shears, power saws, aerial towers (with bucket), log booms, brush clippers and stump removers. Performs routine maintenance and repairs on equipment and machinery. Observes and reports cases of damaged plants or dangerous conditions. Performs work to alleviate hazardous conditions. May apply chemicals to trees and shrubs to prevent and eradicate disease. Applies fertilizers and other growth enhancement agents to the soil. May perform tree and shrubbery maintenance and construction activities at Park District nurseries, including propagation, planting, tilling and watering. Assists in landscape construction projects, including but not limited to removing sod, resodding, grading and athletic field construction.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from High School or the equivalent is recommended and if supplemented by a minimum of one year of paid experience performing tree care and maintenance activities, including climbing with rope and saddle, is fully qualifying for this position. Equivalent combination of education and experience may also qualify for this position.

License Requirement: A valid State of Illinois Operators License to spray pesticides, fungicides, is preferred at time of hire and required within one year of hire.

Knowledge, Skills and Abilities: Knowledge of soils, fertilizers and the propagation of plant life. Knowledge of common trees and shrubs and their growth characteristics. Knowledge of diseases and pests associated with trees and shrubs. Skill in the use of landscape construction tools, equipment and machinery. Skill in the use of rope and saddle to climb and perform maintenance on trees. Effective oral communication skills. Ability to safely apply pesticides, fungicides and insecticides.

SALARY: \$56,827.01 per year

Apply online at

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Special Project Facilitator Job ID: 1612

Closing Date: 7/28/14

Professional/Special Project Facilitator

Date Posted: 7/14/2014

Location: SOUTH REGION

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the development, implementation and evaluation of programs and special projects. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs administrative duties essential to program or project implementation and continuation. Among these duties: contacts staff with detailed information about events, handles correspondence, schedules meetings for staff and outside resource personnel, prepares financial paperwork, manages office supplies and equipment. Assists in program development helps with curriculum development, plans meetings, works on budgets. Assists with material preparation for programs and events. Develops methods of program and project evaluation, and keeps track of resulting information. Works as on-site staff during special events, and assists in their planning. Collects and reviews data. Works collaboratively with regions and park staff on project development, staffing and events.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

A Bachelor's degree and experience in program development and special events organizing. Office management experience desirable.

Knowledge, Skills and Abilities:

Written and verbal communication skills

High level of organization

Evidence of customer service focus practices

Ability to handle multiple tasks

Good follow-through skills

Ability to troubleshoot and adapt to a wide variety of work situations

Self-motivation and the ability to drive a project

Computer skills

Salary: \$32,276-46,00 per year

Apply online at

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

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Physical Instructor (H) Job ID: 1598

Closing Date: 07/24/2014

Recreation/Physical Instructor (H)

Date Posted: 7/10/2014

Location: NORTHERLY ISLAND

THIS POSITION IS BUDGETED UP TO 20 HOURS A WEEK.

EXAMPLES OF DUTIES:

Plans and implements course curricula for instruction of sports, games and competitive athletics. Provides instruction and supervision to patrons in sports, games and competitive athletics. Demonstrates proper techniques and skills for recreation and athletics. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced strategies of team and individual sports, physical fitness and conditioning. Provides information on rules of individual and team sports. Explains basics of low organized activities. Instructs rhythm and movement. Enforces and promotes safety guidelines for recreation and athletic activities. Resolves conflicts among participants. Issues and maintains inventory of recreation equipment and supplies. Sets up recreation apparatus and equipment. Officiates team and individual sports. Promotes sportsmanship and encourages creativity in participants. Communicates constructively with participants, parents, volunteers and community. Consults with individuals and community groups to determine their interests, needs and desires. Determines tournament eligibility requirements. Verifies dates and standards. Establishes schedules for tournaments, leagues and competitions. Conducts meetings on competitions and other special events. Maintains records and prepares reports. Supervises unorganized play and enforces rules and regulations. Conducts and attends workshops and in-service training seminars.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: At least twenty (20) hours from an accredited college in recreation, leisure studies or physical education required. A.A. degree in one (1) of these fields is recommended; Bachelor's degree preferred. Requirement may be temporarily waived for applicants who have been employed in a year round Chicago Park District recreation position at least five (5) years.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Skill in teaching recreational, leisure and athletic activities. Effective oral and written communication skills. Organizational skills. Ability to evaluate skill levels and teach recreational, leisure and athletic activities accordingly.

SEIU Local 73 SALARY: \$16.81 / hour

Apply online at

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

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Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00019165

Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Part Time

Shift: Rotation

Job Details: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=955008

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General Laborer, Warehouse Part-Time

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV036411

Full or Part Time : Regular Employee PT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.

- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-illinois-job-1-4570837>

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.

- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.

- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.

- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-pt-niles-illinois-job-1-4527581>

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Order Builder (Loader)- 7pm- 3:30am Part-Time

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV033679

Full or Part Time : Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU. We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.

- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-7pm-330am-part-time-alsip-illinois-job-1-4551917>

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Maintenance Mechanic-

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
-
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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