



**Professional Development Intern (Seasonal) Work Force Development  
Job ID: 1697**

Closing Date: 09/08/2014

Administrative/Intern (H)

Date Posted: 8/25/2014

Location: Central Administration Building

Region: Administration

THE POSITION IS BUDGETED TO WORK UP TO 6 HOURS PER WEEK

**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. Salary: \$12.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Paralegal Job ID: 1677  
Closing Date: 09/03/2014  
Administrative/Paralegal  
Date Posted: 8/20/2014  
Location: Central Administration - LAW DEPARTMENT

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, performs responsible paraprofessional duties in the Law Department.

**EXAMPLES OF DUTIES:**

Prepares or assists in the preparation of legal documents such as briefs, pleadings, appeals, contracts, abstracts and depositions. Interviews witnesses. Investigates facts and law of cases. Prepares responses to discovery requests, files pleadings with the court clerk and retrieves the necessary research and exhibits during hearings. Prepares affidavits of documents and maintains document files. Delivers or directs the delivery of subpoenas to witnesses and parties of action. Appears in court and before administrative agencies to file documents. Attends status hearings, answers status, court and trial calls. Performs related legal support duties as required.

**DESIRABLE MINIMUM QUALIFICATIONS**

**Training and Experience:**

Successful completion of a paralegal training program or an equivalent combination of training and experience.

**Knowledge, Skills and Abilities:**

Knowledge of legal proceedings and research techniques. Good research and analytical skills. Effective communication skills.

**SALARY:** \$45,500

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**Attendant Part-time Job ID: 1675**

Closing Date:08/31/2014

Custodial/Attendant (H)

Date Posted: 8/18/2014

Location: Hamlin Park

Region: North

Up to 25 hours per 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?Category=Custodial>

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**Attendant Part-time (South Region) -YEAR ROUND Job ID: 1687**

Closing Date:09/04/2014

Custodial/Attendant (H)

Date Posted: 8/21/2014

Location: Hayes Park

Region: South

THIS POSITION IS BUDGETED FOR UP 25 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 7 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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**Attendant Part-time (South Region) -YEAR ROUND Job ID: 1704**

Closing Date: 9/8/14

Custodial/Attendant (H)

Date Posted: 8/25/2014

Location: Marquette Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 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?Category=Custodial>

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**Recreation Leader (H) YEAR ROUND Job ID: 1701**

Closing Date: 09/08/2014

Recreation/Recreation Leader

Date Posted: 8/25/2014

Location: Shedd Park

Region: Central

(YEAR ROUND POSITION) 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.

**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: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&subcategory=Recreation+Leader>

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**Recreation Leader (H) YEAR ROUND (REPOST) Job ID: 1705**

Closing Date: 09/09/2014

Recreation/Recreation Leader

Date Posted: 8/26/2014

Location: Humboldt 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: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&subcategory=Recreation+Leader>

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### **Coordinator, Grant Writing and Research**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Exempt      Hours: FULL-TIME  
Position Summary:

Reporting to the manager of government and foundation relations, the coordinator of grant writing and research develops and writes grant requests, proposals and reports with a focus on corporate, foundation and government opportunities. Maintains database of current grant activities and proposal and report archive.

Researches potential corporate, foundation and government funders. Writes proposals and reports supporting all Development department needs.

Develops and maintains a comprehensive knowledge of aquarium programs and operations and a companion library of proposals. As needed, will coordinate and participate in site visits and tours for donors, corporate partners and prospects.

#### Qualifications:

##### Education:

- Bachelor's degree minimum educational credential.

##### Experience:

- Three years' experience in government and foundation grant writing or fundraising.
- Strong and versatile writing background, with ability to prepare a variety of materials; has to enjoy writing.
- Experience in researching funding sources.
- Excellent computer skills, specifically word processing/databases.
- Strong interpersonal skills.
- Ability to work independently and under tight deadline; ability to multi-task and work on several projects simultaneously.
- Ability to work as part of a team.
- Highly motivated self-starter.

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

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**Administrative Assistant in Chicago Illinois United States**

This exciting position will provide administrative support at Chicago O'Hare.

Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports.

Also creating PowerPoint presentations, booking travel, processing expense reports. In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence. Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry.

This position requires someone who can multi task while working in a very fast paced environment.

**Minimum Qualifications:**

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral) Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Administrative Assistant

Requisition Number: 216726

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant/8306012F213540939B5E6A890D4E65C7/job/>

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**Rental Sales Agent - Payless Car Rental in Chicago Illinois United States**

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

**Compensation & Benefits:**

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

**Rental Sales Associate Requirements:**

At least 6 months of experience in a role where sales and customer service were key elements of your duties

Ability to handle high-pressure sales and service situations in a calm and collected manner

Willing to work various shifts including nights, weekends, and holidays

Basic computer skills in order to enter information into our database

Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Rental Sales Agent - Payless Car Rental

Requisition Number: 213970

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/ACD97BD8D9024632A583822C574C8FCD/job/>

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## **Vehicle Return Associate in Chicago Illinois United States**

Are you driven to help people?

Are you looking to accelerate your career into the fast lane?

Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Vehicle Return Associate

Requisition Number: 223646

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/78B97D422B80487399DE84A47ABEBCC4/job/>

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### **Agency Operator in NORTH CHICAGO Illinois United States**

Do you have what it take to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you! Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an \*Agency Operator you will be responsible for: Growth and success of an Avis Budget Group location Staffing your location Marketing your operation Promoting world renowned Avis Budget Group "We Try Harder" values Maintaining a business plan aimed at developing rent-a-car business in your local area Daily operational costs

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience Business ownership experience The ability to work independently Outstanding Customer Service Skills Car Rental/Travel experience preferred but not required.

\*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

Job Title: Agency Operator  
Requisition Number: 218265  
City: NORTH CHICAGO  
State: IL

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/895172F367064C97A22946A20C862BCE/job/>

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**Vehicle Service Attendant-Service Agent in Chicago Illinois United States**  
ITS EXCITING being on the fast track to career success!

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

**VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

Must speak English

Must be 18 years of age or older

High school diploma or equivalent or preferred

6 months of prior work experience preferred

Physical ability to move in and out of vehicles

Effective verbal communication skills to communicate with customers, co-workers and management

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Must be willing to work outdoors in all types of weather conditions

Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Job Title: Vehicle Service Attendant-Service Agent

Requisition Number: 223643

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/97A56B8D4E6E48769CFF49949A626A3D/job/>

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### **Courtesy Bus Driver in Chicago Illinois United States**

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Free tobacco cessation courses including nicotine replacement supplies  
Customized nutritional coaching; Fitness center discount program  
Healthy weight loss nutrition solutions  
One-on-one active lifestyle coaching  
Trusted, on-line health information available 24/7; Free flu shots  
Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

#### Basic Qualifications/Minimum Requirements:

Must have a high school diploma or equivalent  
At least 6 months of experience in a customer service role  
Valid driver's license and a good driving record with previous driving experience  
Must be willing and able to work a flexible schedule including nights, weekends and holidays  
Basic computer skills in order to enter information into our database  
Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds \* Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location\* A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Courtesy Bus Driver  
Requisition Number: 204038  
City: Chicago  
State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/812AE89D24D243A9B4B756DB09E7E008/job/>

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**Job Title: Assistant Chief Financial Officer**

Agency: Illinois Health Information Exchange

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

Salary: \$70,000.00 - \$85,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: HIE 9703

THE SALARY RANGE FOR THIS POSITION IS \$70,000 TO \$85,000.

The Assistant Chief Financial Officer (CFO) reports to the Executive Director of the ILHIE Authority and shall share responsibilities for the Fiscal Operation of the Authority. The Assistant CFO will assist in developing and implementing both administrative and programmatic policies for the Authority's budget, and fiscal functions. The Assistant CFO must possess an ability to handle multiple priorities in a dynamic, entrepreneurial environment. The Assistant CFO will also help supervise professional and technical staff in financial management, accounting, budgeting, auditing, purchasing, and grants administration. The Assistant CFO will help formulate goals and policies related to the Fiscal operation of the Authority.

Minimum Requirements: Bachelor's degree in accounting or finance required. Minimum five years experience in a fiscal or budgeting function. Professional certification such as Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred, but not required. Requires strong financial modeling and ability to develop and propose alternative fee schedules. Requires effective verbal and written communication skills. Strong presentation and public speaking skills are preferred. Experience in government accounting and auditing is preferred. Prefers experience with ROI calculations for health IT services or products. Prefers supervisory experience.

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

Work Location: IL Health Information Exchange Authority

100 W. Randolph St.- James R. Thompson Center Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

FAX: 217-782-9925 / Phone: 217-524-3954

How to Apply: This position is not covered by the CMS Examining and Counseling testing procedures. All interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

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**Job Title: Sex Offender Therapist I**

Agency: Corrections

Closing Date/Time: Wed. 09/10/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: IDOC29-00-14-8090

Minimum Requirements: Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Position Number: 40531-29-00-730-21-01

Work Hours: Mon, Thurs, Fri 8:30 AM - 5:00 PM Tues, Wed 12:00 PM - 8:30 PM

Work Location: IDOC/Sex Offender Services

Chicago Special Needs Unit 1110 Oakley Ave Chicago, IL 60612

Agency Contact: Shae Bruce Public Safety Services

1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

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

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## **Customer Service Agent - Payless Car Rental in Chicago Illinois United States**

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

**Compensation & Benefits:** We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

### **Basic Qualifications/Minimum Requirements:**

Must have a high school diploma

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

We provide you: Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

**Paid vacations:** In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Customer Service Agent - Payless Car Rental

Requisition Number: 213981

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/2424F60A25F844E8AB13F784E77644D0/job/>

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**Job Title: Rehabilitation Case Coordinator I - Opt MC**

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 I OPT MC

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

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

Option MC - Manual Communicatn Skill

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## **Temporary Part-Time Assistant Costume Shop Manager**

Posted Date 8/26/2014

Requisition # 18250

Functional Title Temporary Part-Time Assistant Costume Shop Manager

Position Type Temporary Salaried/Hourly Hourly

Category Theatre Department Theatre Production Campus Lincoln Park Campus

**General Summary:** The Temporary Assistant Costume Shop Manager will assist the Costume Shop Manager in production of costumes and oversee student workers. The Temporary Assistant Costume Shop Manager will function as the primary contact for one of two simultaneous productions in shop.

### **Minimum Requirements**

- Bachelor's degree in Theatre or equivalent work experience.
- Periodically spend extended time standing.
- Routinely lift more than 20 pounds.
- Email correspondence; costume construction (patterning, cutting, sewing, finishing).
- Must be able work some evening and weekend shifts particularly during technical rehearsals.

**Preferred Requirements:** •Previous academic setting experience.

**Salary & Benefits:** DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

### **Mandated Reporting of Child Abuse & Neglect:**

Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18250/temporary-part-time-assistant-costume-shop-manager/job>

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### **Staff Nurse - Float Pool**

Department: Nursing Administration

Schedule: Registry

Shift: Rotation

Job Details: Bachelors Degree preferred

#### **JOB SUMMARY**

Effectively delivers patient care through the nursing process of assessment, planning, intervention, implementation, and evaluation.

#### **JOB QUALIFICATIONS**

1. Registered Nurse with current Illinois license, BSN preferred
2. CPR certification
3. Demonstrated organization and time management skills and the ability to prioritize multiple tasks
4. Excellent interpersonal skills, customer service delivery skills
5. Excellent experience leading and facilitating a wide variety of diverse patient groups required
6. Ability to assess needs, identify problems, explore alternatives and implement solutions.
7. Demonstrated ability to work independently and make decisions in accordance with hospital policy and governmental regulations.
8. Knowledge of basic computer operations and use of word processing software
9. Ability to use audio/visual equipment, telephone and other clinical equipment for patient teaching.

#### **Essential Physical Job Functions**

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential. Physical Job Functions during the interview process.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=548126](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=548126)

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