



**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560028-606139L

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1911 S. Indiana Chicago, IL. 60616

CONTACT: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395

Email: [april.coats@Illinois.gov](mailto:april.coats@Illinois.gov)

**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 2 – Typing**

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Job Title: Office Clerk - Opt 1  
Agency: Workers Compensation Commission  
Closing Date/Time: Thu. 08/13/15 11:59 PM Central Time  
Salary: \$2,636.00 - \$3,557.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC104 Bid ID#: IWCC-50-15-0016

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs various clerical duties within the Central File unit. Files all legal documents in appropriate case jackets, including medical information, correspondence, motions, petitions, attorney agreements.

**Minimum Requirements:**

Requires ability to bend, stoop, reach above shoulder level, lift, carry, push and pull. Requires ability to move and manipulate up to 500 lbs. of boxes with issued office equipment. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires working knowledge, skill, and mental development equivalent to completion of high school. Requires working knowledge of office practices and procedures, indexing, scanning, and filing. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of electronic tracking system, wireless and tethered scanner, input of data into database system.

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.  
Illinois Worker's Compensation Commission  
100 W Randolph, 8th Floor, Chicago, Illinois 60601

**How to Apply: Send Applications to:**

Illinois workers' Compensation Commission / HR Department  
100 W. Randolph St., 8th Floor, Chicago, IL 60601  
Faxed and Emailed applications will not be accepted.

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 1 - General**

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**Job Title: Office Coordinator - Opt 2**

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly; \$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-91741

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized secretarial functions. Serves as secretary to the Assistant Local Office Administrator.

Minimum Requirements: Requires two years secretarial or business college or two years related office experience or two years independent business experience. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Mid-South FCS, 1642 W 59th St, 2nd floor, Chicago, IL 60636

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

Applications may be mailed, faxed, or e-mailed.  
Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

How to Apply:  
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services  
Closing Date/Time: Thu. 08/13/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-41-92240

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social welfare administration. rehabilitation counseling, social work, vocational guidance or a closely-related field. Requires minimum two years experience. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Division of Rehabilitation Services  
Strategic Management, 100 West Randolph, Chicago, IL

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

Applications may be mailed, faxed, or e-mailed.

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

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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**Job Title: Residential Care Worker - Opt A**

Agency: Human Services

Closing Date/Time: Tue. 08/11/15 11:59 PM Central Time

Salary: \$3,300.00 - \$4,300.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-44-ICRE-91117 & 91118

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides the care, treatment and development of physically disabled children at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Trains and monitors students in residence in recreational, occupational and daily living skill activities. Collaborates with supervisory staff as well as other professional staff in making a coordinated and effective program tailored to meet the individualized need of each student. Maintains case documentation and other required reports. Serves as a mandated reporter under the Child Abuse and Neglect Act.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus requires the completion of an agency approved training program or an additional year of the above experience. Requires ability to travel in the community to escort children.

**Work Hours & Location/Agency Contact: Shift Varies**

Illinois Center for Rehabilitation and Education - Roosevelt

1950 W. Roosevelt Rd., Chicago, IL 60608

Attn: Benjamin Davis 312/433-3147 – Voice 312/433-3056

**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 A – Regular**

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**Job Title: Social Service Program Planner Iv**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1560029-609878

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; conducts community presentations to facilitate foster care recruitment; provides information and support to interested families in the foster care licensing process; conducts needs assessments on an ongoing basis; develops a localized resource plan to address identified needs; provides professional assistance to casework staff regarding specialized, problematic service need cases.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM

Location: 800 Roosevelt, Glen Ellyn, IL.

Contact: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395

Email: [april.coats@illinois.gov](mailto:april.coats@illinois.gov)

**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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## **Cook**

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

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

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

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

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

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

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards.

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

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

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

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

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

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## **Android Developer**

Job Locations US-IL-Chicago

Category Engineering

Type W-2 Employee

### Overview:

Join one of the hottest startups in Chicago! If you are great at what you do and thrive in a highly collaborative environment, we want to hear from you. Shiftgig is seeking extraordinary people to transform the service industry. Located a block from The Merchandise Mart, we are revolutionizing the way people find, work, and get paid for shift employment.

We are looking for a talented Android Developer who is passionate about creating smart, beautiful, modern, high-quality Android applications. You'll be working in a small, tight-knit, Agile-driven team to produce apps for Shiftgig's workforce as well as our demanding staffing clients.

### Responsibilities:

Be able to work as part of a small team, but be self-motivated and comfortable solving problems independently. You must be excited about researching and implementing technologies you've never worked with before. Have an appreciation for good design and good user experience. You don't have to be a designer yourself, but you should be able to work with designers and have a solid idea of what makes a friendly and delightful native app. Be able to quickly analyse bugs and usability issues in live apps, and provide solutions for those problems with a quick turnaround.

### Qualifications:

At least 1-3 years of experience with Android and/or Java

Experience consuming REST interfaces, with a solid understanding of how to properly handle asynchronous tasks in Android. Experience with Retrofit is a bonus.

Experience integrating Google Play Services, and geofencing technology in particular.

Experience developing for multiple Android versions as well as diagnosing and debugging platform- and model-specific issues.

Experience with unit testing.

Experience with user testing and direct QA, or a desire and willingness to interact directly with users to solve issues.

We use Android Studio and Gradle, so you must either have some experience with Android Studio / IntelliJ Idea or be willing to switch.

Experience with Parse a plus. Experience using RxJava on Android a plus but not necessary.

Apply online at <https://corporate-shiftgig.icims.com/jobs/1165/android-developer/job>

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### **Inside Sales Representative**

Job Locations US-IL-Chicago

Category Sales

Type W-2 Employee

#### Overview:

Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking an Inside Sales Representative.

We are looking for a goal-oriented, self-motivated and truly passionate person who is charismatic and professional.

The position requires the ability to generate revenue and sales, by selling and obtaining orders over the phone. You need to simultaneously acquire new clients as you develop current clients, all the while providing excellent customer service.

Shiftgig is the premier online community for the service industry where members connect with each other and businesses to access informative content as well as full-time, part-time and temp jobs.

With over a 1,200,000 registered members and 22,000 businesses, Shiftgig has become the largest online destination for the restaurant, nightlife, hotel and retail industries.

Shifting's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy-to-use mobile technology platform is changing the face of the staffing industry.

#### Qualifications:

You have sales related internship or b2b sales experience.

You are a master networker with the ability to connect with decision makers and close deals.

You are bright, a great communicator, have strong business acumen and a BA/BS degree from a solid academic institution.

You are entrepreneurial in nature.

Apply online at <https://corporate-shiftgig.icims.com/jobs/1145/inside-sales-representative/job>

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## **Bookkeeper/Accounting Clerk**

Job Locations US-IL-Chicago

Category Accounting/Finance

Type W-2 Employee

### Overview:

Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a Bookkeeper. You will perform a variety of bookkeeping and general accounting functions according to established policies and procedures. You will maintain contact with clients, vendors, and other members of staff, including but not limited to the appropriate client account manager.

Shiftgig is the premier online community for the service industry where members connect with each other and businesses to access informative content as well as full-time, part-time and temp jobs. With over a 1,200,000 registered members and 22,000 businesses, Shiftgig has become the largest online destination for the restaurant, nightlife, hotel and retail industries.

Shiftgig's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy to use mobile technology platform is changing the face of the staffing industry. The Mission of Shiftgig is to connect millions of workers with millions of shifts

### Responsibilities:

### REQUIREMENTS:

Associate's or Bachelor's degree, preferably in Accounting or Finance.

2+ years of Accounting or Finance classes.

Proficiency in Microsoft Excel.

Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels and clients/customers.

Ability to multi-task, prioritize and work efficiently.

Ability to work within a fast-paced environment.

Ability to have some flexibility with work schedule, as required.

Excellent technical and analytical skills.

Excellent spoken and verbal communicative skills.

Apply online at <https://corporate-shiftgig.icims.com/jobs/1144/bookkeeper-accounting-clerk/job>

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## **Community Success Team Member (Weekends)**

Job Locations US-IL-Chicago

Category Sales

Type W-2 Employee

Overview: Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a Community Success Team Member. Community success team members are the frontline of "Specialist" communication. Managing online support cases, answering emails, taking inbound calls, and making outbound calls are a few of the ways we support our Specialist base.

### Responsibilities:

Specialist Support

Respond to inbound support cases and calls ensuring Specialists have everything they need to be successful

Create tickets in our system to solve technology issues

Problem solve Specialist issues

### Communication

Communicate with other departments as needed to accommodate requests

Effectively, and efficiently communicate via phone, email, and text

Establish relationships with Specialists to make sure they know they are a valued part of the team

Provide feedback and praise to specialists as necessary

### Qualifications:

- College degree preferred
- 1 year customer service experience a plus
- Strong written and verbal communication skills
- Multi-tasker
- Customer Service oriented
- Organized
- Ability to defuse difficult situations
- Cool under pressure
- Phone experience
- Quick learner
- Avid smart phone an app user
- Must be able to work weekends

Apply online at <https://corporate-shiftgig.icims.com/jobs/1137/community-success-team-member-%28weekends%29/job>

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## **Recruiting Sourcer**

Job Locations US-IL-Chicago

Category Sales

Type W-2 Employee

### Overview:

Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a high energy, self-motivated Bilingual Recruiting Sourcer to support supply side of our impressive growth. Shiftgig's "Bullpen" product is an on-demand solution helping a growing list of impressive clients solve their staffing needs within multiple industries. We are changing the way people work in the On Demand economy. Customers and workers love the ease of use and elegance of our mobile technology.

This is an entry level role and a great way to start your career. The ideal candidate will be sales focused with some exposure to recruiting and hospitality. New Grads with relevant internships or work experience encouraged to apply. You must have strong business acumen, be a great communicator and be able to thrive in a fast-paced and fluid environment.

### Responsibilities:

- Support our clients' hiring needs by aggressively sourcing qualified candidates
- Work closely with the Account Management and Recruitment Marketing teams to support multiple candidate sourcing projects
- Communicate the benefits of being part of our Bullpen team to earn extra money and grow your career
- Screen applicants according to client-specific needs and Bullpen cultural fit
- Support the Community Operations team as applicants move throughout the hiring process
- Proactively identify new avenues for attracting new talent and growing our candidate pool

### Qualifications:

- Previous internship or working experience in staffing/recruiting
- Self-motivation is a must
- Ability to manage multiple projects in a fast-paced environment
- Strong organizational skills and the ability to thrive in an ever-changing environment
- Bachelor's degree preferred but not required
- Bilingual in Spanish strongly preferred

Apply online at <https://corporate-shiftgig.icims.com/jobs/1026/recruiting-sourcer/job>

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## **Sales Representative**

Job Locations US-IL-Chicago

Category Sales

Type W-2 Employee

### Responsibilities:

The Sales Associate will develop new business in several verticals with a focus on the hospitality/service industry. You will accomplish amazing results through networking, cold calling, canvassing, trade-shows, and anything else you can think of. We don't care how you do it if you show results. Additional duties include, but are not limited to: Expertly present Bullpen's unique model to customers and stakeholders via web and in-person demos.

Manage the full sales lifecycle from lead generation to close.

Understand prospective clients' business inside and out by meeting with key stakeholders so you can actually add value instead of just selling them a product.

Assist in lead generation for enterprise deals.

Work with our service delivery and account teams on new business and lead generation. Manage and report on your sales pipeline.

### Qualifications:

You were the "go to" person in college who knew everyone, got the special deals at local bars and brought people together.

You're not always the smartest one in the room but you know everyone's name, their interests and what their weekend plans are.

You have sales related internship or b2b sales experience.

You are a master networker with the ability to connect with decision makers and close deals.

You are bright, a great communicator, have strong business acumen and a BA/BS degree from a solid academic institution.

You are entrepreneurial in nature and destroyed your sales goals when you convinced your parents to let you have a lemonade stand.

Apply online at <https://corporate-shiftgig.icims.com/jobs/1032/sales-representative/job>

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## **Sr. Python Developer**

Job Locations US-IL-Chicago

Category Engineering

Type W-2 Employee

### Overview:

Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a Sr. Python Developer. This position requires 4+ years of Python as your primary programming language, and the ability to create RESTful APIs and debug Python.

Shifting's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy to use mobile technology platform is changing the face of the staffing industry.

The Mission of Shiftgig is to connect millions of workers with millions of shifts

### Responsibilities:

You have significant experience building Python applications. You enjoy creating solid, clean code so you won't hate yourself the next time you have to visit it.

You have a love of software development and making neat things to help people in their daily lives. The social aspect of our business is very important to our team.

You've worked in collaborative multifunctional teams to get the job done™.

Know how to balance pragmatic, iterative development with the long term vision of a scalable and usable product.

### Qualifications:

#### Experience Required:

Taking ownership over parts of an application and collaborating on global issues

Experience with relational and non-relational data stores

Linux/UNIX as your server OS

### Bonus Skills:

Significant experience with Postgres

Flask framework experience

Experience working in GO or a desire to do so

Algorithm performance optimization

SQLAlchemy as your ORM

Apply online at <https://corporate-shiftgig.icims.com/jobs/1015/sr.-python-developer/job>

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## **Managing Director**

Job Locations US-IL-Chicago

Category Management

Type W-2 Employee

### Overview:

This role is not for the shy. You will be a gutsy leader, determined to disrupt a huge industry. You have thrived in a high volume staffing environment but are frustrated with old school and manual processes. You are a master networker and operational guru.

### Responsibilities:

The Managing Director manages all aspects of the market. Responsibilities include, but are not limited to:

Drive revenue growth through new business development activities.

Ownership of a P&L which means you must efficiently and effectively service accounts by making prudent business decisions.

Build, manage and mentor a team for your assigned market.

Everything having to do with running a branch office including taking out the .

Consistent reporting on market performance and forecasts.

Assist in local marketing activities, participate in relevant industry groups and generally create awareness of our products.

### Qualifications:

#### Experience

5+ years of high volume staffing industry experience including managing a P&L.

Sales, Recruiting and Account Management experience in a 3rd party environment.

Experience managing a high volume recruiting function

Bachelor's Degree in Business Administration or related degree.

Food and Beverage, Hospitality experience a plus.

Experience opening new markets, ideal.

#### Knowledge, Skills and Abilities

Savvy networker and operator.

Strong presentation skills with the ability to communicate at all levels.

Tech-savvy

Opportunistic, innovative and creative – entrepreneurial mindset with can-do mentality.

Superior management skills.

Strong business acumen.

Can thrive in an ambiguous environment with constant change

Apply online at <https://corporate-shiftgig.icims.com/jobs/1020/managing-director/job>

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### **Facilitator 1**

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications: One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

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### **Guest Admissions Representative**

Location: Chicago, IL

The World Class Museum of Science and Industry is seeking individuals who can utilize excellent customer service skills and interact with guests onsite or over the telephone to sell Museum admissions, exhibits and memberships; engage guests in a positive, fun, inclusive and educational capacity. This individual will provide compelling and personalized information while recommending event/show times to help build fun and amazing Museum experiences. Also, will perform core operational functions of ticketing system, Wayfinding, and opening and closing of Museum's ticketing operations. Cross-trained to be able to work at all Ticketing positions, as well as to work in the Entry Hall area, Lost and Found, Coat Check, and at all ticketing kiosks.

#### Qualifications:

1 year college experience or 1-2 years related or relevant experience. Previous cash handling experience required. Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet. Successful customer service experience. Bi-lingual is a plus. Ability to multitask (i.e. explain Museum content while actively completing ticketing transactions). Ability to work in fast-paced environment while being friendly and outgoing. Ability to work in multi-working areas (i.e., Membership, Lost and Found, Coat Check and Ticketing) Requires weekends, holidays, and some evenings. Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way. Has the ability to learn, comprehend and utilize the Museum's Ticketing system to ensure efficient and accurate transactions. A positive attitude required, strong love for working with people in a fun, inviting atmosphere. Must be flexible in working in multiple environments, such as the Membership, and onsite Ticketing. The Museum of Science and Industry, one of the largest science centers in the world, offers world-class and uniquely interactive science experiences that inspire inventive genius and foster curiosity. From groundbreaking and award-winning exhibits that can't be found anywhere else to Live Science Experiences that make you the scientist — a visit to MSI is where fun and learning mix. Through its Center for the Advancement of Science Education (CASE), MSI offers a variety of student, teacher and family programs that make a difference in communities and contribute to the Museum's larger vision: to inspire and motivate children to achieve their full potential in science, technology, medicine and engineering. If you are equally passionate about our vision and want to be surrounded by a team of dynamic, smart and innovative people, the Museum of Science and Industry is the right place for you.

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### **Materials Assistant**

Location: Chicago, IL

Job Title: Materials Assistant

Department: Teaching & Learning, CASE

Status: Full Time

#### Responsibilities:

Responsibilities include, but are not limited to, the following:

Work with program staff to select materials and supplies; order all requested items.

Manage material storage areas, including unpacking and inventorying shipments, organizing supplies, preparing for upcoming programs, etc.

Assemble classroom kits for teacher programs. Create and manage a system for tracking supply usage and facilitating ordering. Coordinate with Volunteer Office to select and oversee volunteers who assist with kit assembly, supply maintenance and program delivery. Coordinate with program staff during planning to ensure all materials will be available as needed for program dates. Ability to divide time effectively; prioritize tasks between different teams working on tight schedules and varied projects. Work closely with Finance Department on purchasing and invoice tracking.

Work closely with Receiving Dock and Facilities teams to receive and move materials to storage and/or programming spaces.

Assist program staff with setting up for scheduled programs, including room arrangement, materials set up, and technology.

Keep track of expenditures for each budget line/program.

Inquire about availability of discounts and/or deals with vendors.

Be present during programs to assist as needed.

Maintain departmental responsibilities (meetings, email, phone, etc.)

Assist with delivery of other CASE programs and collaborations.

#### Qualifications:

Associate's degree or equivalent experience in science, education or related discipline.

Experience with materials ordering and tracking required. Excellent verbal and written communication skills. Ability to effectively multitask in a fast-paced environment

Excellent management, planning and organizational skills. Flexibility to work independently, as well as within a team. Must be creative and dynamic; exhibit enthusiasm, initiative, flexibility, and openness to new ideas.

An interest in museum education and programming a plus.

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Publisher) required.

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## **Systems Technician**

Location: Chicago, IL

Job Title: System Technician

Department: Information Technology Group

Status: Full Time

The Information Technology Group Systems Technician provides a customer-focused computer support service to the Museum. This individual ensures all requests to the ITG Technical Assistance Center are dealt with effectively and efficiently, and provide support via phone, remote desktop tools or at the user's location. The Systems Technician provides, maintains and troubleshoots computer hardware, software, mobile devices, telephones and printers. This individual is responsible for learning and adhering to Museum policies, applicable compliance regulations, and industry best practices.

### Qualifications

Associate's degree or equivalent from a two-year college or technical school; or two-plus years of related professional experience and/or training in an enterprise environment; or equivalent combination of education and experience is required. Mid-to-advanced level of experience with supporting Windows 7+, Macintosh OSX, Microsoft Office 2010 and newer, and similar technologies; recent relevant certification and experience desired. Mid-level+ experience with Android and iPhone/iPad devices in an enterprise environment. Training and/or relevant experience with VoIP telephones, MFP printers, networking and WiFi. Strong customer service and excellent verbal and written communication skills. Ability to translate technical language, terminology and concepts into communications customers can understand. Ability to solve practical problems and deal with a variety of technical variables. Keen attention to detail and self-motivated. Ability to prioritize and execute tasks in a high-paced environment. Ability to interact in an appropriate professional manner with all levels of Museum staff.

### Additional Qualifications

Visual inspection and assessment of hardware or electronic components. Visual inspection and assessment of components connections. Ability to stand for extended periods of time and walk regularly throughout a large building complex. Technologies in use include Windows PC, Macintosh, Android and iPhone/iPad devices, VoIP telephones, MFP printers, WiFi, and handheld scanners. Software includes Microsoft Office, ManageEngine Service Desk and Desktop Central, SharePoint and mission-critical applications such as Galaxy ticketing, Blackbaud Raiser's Edge, ADP, Microsoft Exchange and Microsoft financial systems.

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**Director of Human Resources**

Job Locations US-IL-Chicago

Category Other

Type W-2 Employee

**Responsibilities:**

Develop and execute effective recruiting strategies for delivering top-quality talent and meeting hiring plans in a timely and consistent fashion

Serve as coach and consultant in identifying, analyzing and resolving human resources and organizational issues.

Ad hoc project work and other duties as assigned

**Qualifications:**

HR generalist with formal corporate experience leading HR and Recruitment for a high growth technology company. Experience with a PEO or staffing company a plus  
Excellent recruitment skills and resources

Familiarity with legal/compliance requirements of an hourly and temporary workforce in multi-state environment

Experience developing and administering benefits plans, HR policies, organizational structures and training programs

Experience executing compensation and incentive programs that reward and retain top talent

Advanced knowledge of current labor laws and regulations

Advanced knowledge of benefits programs, providers and best practices (healthcare, 401k, transit checks, etc.)

4-year degree from top institution

10+ years experience in HR administration, recruiting, benefits administration, and/or organizational development

**Competencies:**

Passion for and experience with creating awesome cultures

Love for developing new ways of inspiring and retaining staff

Skilled communicator and influencer

Team player who can work well with internal teams

Honest and ethical, with good judgment

If interested, please send resume to [jmurphy@shiftgig.com](mailto:jmurphy@shiftgig.com)

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