



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502**

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs



1. **Job Title: Inside Sales - Life Sciences (Entry Level)**

Description: 1 Productions designs and develops webinars, training courses, conference programs and forums aimed at specifically targeted audiences in order to provide strategic and timely information. Through a rigid production process focused on end-user research and design, our team is able to understand the immediate business concerns of today's leading executives. Whether focusing on new or pending legislative issues, enhanced business processes or technologies that will drive efficiency and customer service, our programs provide solutions to the urgent needs of our attendees.

Agency: Q1 Productions

Salary: \$30,000 - \$70,000

Job Type: Full-Time

Contact: http://www.indeed.com/cmp/Q1-Productions/jobs/Inside-Sales-be26526a3d372df3?sldu=QwrRXKrqZ3CNX5W-O9jEvc892U_p2Lkh-iT3eLKjllCVBCAg-DsANddBfrE-U4UOD8r3zg1tP2mgDEXRVUlmnDXnuobGKQYP4UbU9RwtKfSj4l8YnUwcjG-OJpBP4BZv

Work Hours: N/A

How to apply: Indeed.com

2. **Job Title: Logistics Coordinator/Dispatch Asst./Customer Service**

Description: In addition, we would expect this person to:

Take orders for add-ons to the current loads so he/she must be proficient in our computer programs and order fulfillment systems (training provided) Assist with dispatching and routing of trucks Add a load in when possible to optimize each delivery Be available to answer the phone calls from internal and external customers. Check on orders and order deliveries This person should expect heavy customer contact He/She should also have a very friendly demeanor as one of the faces of Evanston Lumber Company Needs to be proficient in outlook to e-mail customers and salespeople to set up deliveries and for follow-up activity. He or She will assist with improving intra-company communication.

Agency: Evanston Lumber Company, Inc.

Salary: \$32,000 a year

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Evanston-Lumber-Company,-Inc./jobs/Logistic-Coordinator-Dispatch-Assistant-Customer-Service-708f37168915d6c4>



Work Hours: N/A
How to apply: Indeed.com

3. **Job Title:** Law Clerk

- **Description:** Performs legal research utilizing both written and electronic sources.
- Assists attorneys in brief and opinion writing. Prepares draft memos.
- Gathers and compiles facts and relevant case information. Drafts pleadings and motions.
- Assists attorneys in preparing for depositions and trials.

Agency: Liberty Mutual

Salary: \$15 hr

Job Type: Full-Time

Contact: <http://www.jobs.libertymutualgroup.com/us/illinois/legal/jobid10125016-law-clerk?apstr=src%253DJB-10380>

Work Hours: N/A

How to apply: Indeed.com

4. **Job Title:** Administrative Assistant

Description: Performs a variety of administrative functions. Answering phones, Data Entry, Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Agency: Act 1

Salary: 12.50 an hour

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Act-1/jobs/Administrative-Assistant-10319dff24f62515>

Work Hours: N/A

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How to apply: Indeed.com

5. **Job Title: Collections Representative**

Description: As a Collections Representative, you will communicate via phone and e-mail with customers to determine reasons for default and advise customers on necessary actions and resolutions at a high volume call center environment.

You will work with customers to set up payment arrangements on past due accounts, complete transactions for payments, update customer information on accounts, and work with customers on all collections related issues, all while providing the highest degree of courtesy and professionalism and by adhering to company policies, procedures, and best practices.

Agency: Enova Financial

Salary: \$14 - \$15 an hour

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Enova-Financial/jobs/Collection-Representative-32c026a04c2395dd>

Work Hours: N/A

How to apply: Indeed.com

6. **Job Title: Warehouse Associate**

Description: Be recognized for your dedication, not your education. We are looking for a reliable, dependable associate who cares about doing it right as part of a team. Your responsibilities include picking and packing orders. You may grow as far as you wish to within our family workplace environment. We offer long term employment, health insurance and retirement plan. 85% of our staff has been with us between 4 - 30 years.

Agency: Middle West Distributors Inc

Salary: \$14 an hour

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Middle-West-Distributors-Inc/jobs/Warehouse-Associate-e19bd2761054d0d6>

Work Hours: N/A

How to apply: Indeed.com

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7. Job Title: Executive Assistant to the CEO

Description: Answer phones, sort mail, prepare correspondence, and schedule meetings and teleconferences. Remain continuously aware of each team member's priorities and ensure they remain on schedule. Prepare and distribute weekly reports. Publish and distribute Board of Director materials. Assist in the production and distribution of reports, letters of intent, and proposals. Maintain trade association contacts and organizing correspondence. Provide research support to the team as directed. Maintain files, records, and databases. Organize and plan business travel and prepare expense reports. Organize and facilitate onsite meetings and teleconferences and manage meeting refreshments. Provide general office support including maintaining office supplies, making copies, providing notary services, facilitating resolution of IT issues, and running errands. Serve as back-up to Receptionist and other Administrative Assistants as needed. Associates or Bachelor's degree from a four-year college or university is preferred.

Agency: Cyber coders

Salary: \$60,000 - \$85,000 a year

Job Type: Full-Time

Contact: [https://www.cybercoders.com/executive-assistant-to-the-ceo-job-](https://www.cybercoders.com/executive-assistant-to-the-ceo-job-269433?jobId=DA3-1280681&ad=recruiticsindeed&rx_campaign=indeed36&rx_group=100138&rx_job=DA3-1280681&rx_source=Indeed&rx_medium=cpc)

[269433?jobId=DA3-](https://www.cybercoders.com/executive-assistant-to-the-ceo-job-269433?jobId=DA3-1280681&ad=recruiticsindeed&rx_campaign=indeed36&rx_group=100138&rx_job=DA3-1280681&rx_source=Indeed&rx_medium=cpc)

[1280681&ad=recruiticsindeed&rx_campaign=indeed36&rx_group=100138&rx_job=DA3-](https://www.cybercoders.com/executive-assistant-to-the-ceo-job-269433?jobId=DA3-1280681&ad=recruiticsindeed&rx_campaign=indeed36&rx_group=100138&rx_job=DA3-1280681&rx_source=Indeed&rx_medium=cpc)

[1280681&rx_source=Indeed&rx_medium=cpc](https://www.cybercoders.com/executive-assistant-to-the-ceo-job-269433?jobId=DA3-1280681&ad=recruiticsindeed&rx_campaign=indeed36&rx_group=100138&rx_job=DA3-1280681&rx_source=Indeed&rx_medium=cpc)

Work Hours: N/A

How to apply: Indeed.com

8. Job Title: Data Entry/Customer Service

- **Description:** Telephone System Management
- Email Management
- Customer Service
- Data Entry

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Agency: Direct Health Care Access II Inc (DHA Laboratory

Salary: \$12 an hour

Job Type: Full-Time

Contact: [http://www.indeed.com/cmp/Direct-Health-Care-Access-II-Inc/jobs/Data-Entry-](http://www.indeed.com/cmp/Direct-Health-Care-Access-II-Inc/jobs/Data-Entry-Customer-Service-81a4c9a915b307f7?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgIJTnHcVpPf7JCtvdISM7FiUrYUcWiSfPk4uSyBkSH0g)

[Customer-Service-](http://www.indeed.com/cmp/Direct-Health-Care-Access-II-Inc/jobs/Data-Entry-Customer-Service-81a4c9a915b307f7?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgIJTnHcVpPf7JCtvdISM7FiUrYUcWiSfPk4uSyBkSH0g)

[81a4c9a915b307f7?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgIJTnHcVpPf7JCtvdISM7FiUrYUcWiSfPk4uSyBkSH0g](http://www.indeed.com/cmp/Direct-Health-Care-Access-II-Inc/jobs/Data-Entry-Customer-Service-81a4c9a915b307f7?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgIJTnHcVpPf7JCtvdISM7FiUrYUcWiSfPk4uSyBkSH0g)

Work Hours: N/A

How to apply: Indeed.com

9. **Job Title: Print Sales Account Representative**

Description: This position is an outside sales position and some travel will be necessary. Print sales experience is preferred but not required. A successful candidate will source & develop new business leads thru face-to-face meetings with new & existing customers, some telemarketing, and cold calling will be essential for developing and maintaining long term relationships and business growth.

We specialize in printing catalogs, magazines and numerous other commercial print products along with Large Format capabilities in house. We offer full color Web & Sheet-fed printing, and have both UV and Aqueous capabilities. We have a wide array of bindery finishing options that include die-cutting, saddle stitching and perfect binding along with full service mailing. We really are a one stop shop!!!

Agency: La Crosse Graphics, Inc

Salary: \$60,000 a year

Job Type: Full-Time

Contact: [http://www.indeed.com/cmp/La-Crosse-Graphics,-Inc./jobs/Print-Sales-Account-](http://www.indeed.com/cmp/La-Crosse-Graphics,-Inc./jobs/Print-Sales-Account-Representative-cce28273491339e8?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTithgchVvpzx1s202Vf3HmGgA7e2NYgn7p65hVV04_I3A)

[Representative-](http://www.indeed.com/cmp/La-Crosse-Graphics,-Inc./jobs/Print-Sales-Account-Representative-cce28273491339e8?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTithgchVvpzx1s202Vf3HmGgA7e2NYgn7p65hVV04_I3A)

[cce28273491339e8?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTithgchVvpzx1s202Vf3HmGgA7e2NYgn7p65hVV04_I3A](http://www.indeed.com/cmp/La-Crosse-Graphics,-Inc./jobs/Print-Sales-Account-Representative-cce28273491339e8?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTithgchVvpzx1s202Vf3HmGgA7e2NYgn7p65hVV04_I3A)

Work Hours: N/A

How to apply: Indeed.com

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10. **Job Title: Service Wirier/Front Desk Assistant**

Description: When a customer requests a repair, the **service writer** logs what parts are needed, how much time should be allocated to make the repair and schedules the appropriate technician for the job based on the customer and their repair needs.

Agency: LIFESTYLE AUTOMOTIVE INC

Salary: \$10 an hour

Job Type: Full-Time

Contact: [http://www.indeed.com/cmp/LIFESTYLE-AUTOMOTIVE-INC/jobs/Service-Wirier-](http://www.indeed.com/cmp/LIFESTYLE-AUTOMOTIVE-INC/jobs/Service-Wirier-Front-Desk-Assistant-aace4fabb235a017)

[Front-Desk-Assistant-aace4fabb235a017](http://www.indeed.com/cmp/LIFESTYLE-AUTOMOTIVE-INC/jobs/Service-Wirier-Front-Desk-Assistant-aace4fabb235a017)

Work Hours: N/A

How to apply: Indeed.com

11. **Job Title: Medical Assistant/Medical Office Assistant**

- **Description:** Respond to internal and external customer needs in a positive manner (smile and greet, positive demeanor), exceeding their needs and expectations in order to provide the highest quality service and ensure the best possible outcomes.
- Review medical chart and quality measure requirements in preparation of patient visit.
- Triage patients without appointments and present medical information to the Patient Care Manager and/or Provider.
- Respond to patient, pharmacy, hospital and physician inquiries by telephone, fax and email.
- Assist with scheduling patient appointments as necessary.
- Perform daily set up of examination rooms, including checking for cleanliness, stocking of supplies and review for Joint Commission compliance.
- Prepare for the initial care of the patients by rooming patients, taking vital signs (height, weight, blood pressure, temperature, respirations) and completing patient history.

Agency: Aunt Martha's Youth Service Center

Salary: \$12 an hour

Job Type: Full-Time

Contact: [http://www.indeed.com/cmp/Aunt-Martha's-Youth-Service-Center/jobs/Medical-](http://www.indeed.com/cmp/Aunt-Martha's-Youth-Service-Center/jobs/Medical-Assistant-Medical-Office-Assistant-a83cae22b3b7a69e)

[Assistant-Medical-Office-Assistant-a83cae22b3b7a69e](http://www.indeed.com/cmp/Aunt-Martha's-Youth-Service-Center/jobs/Medical-Assistant-Medical-Office-Assistant-a83cae22b3b7a69e)

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Work Hours: N/A

How to apply: Indeed.com

12. **Job Title: Delivery Drivers**

Description: Once the customer has processed their order online on our website, the restaurant will receive the order and payment at which point the driver is dispatched out to the restaurant. Once the driver is at the restaurant they will check the order for accuracy and then deliver the order to the customer at their home or office.

Agency: Delivery Wow -

Salary: \$100 a day

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Delivery-Drivers-Inc/jobs/->

[5fee20543bfed851?sidu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgMNREfnCYu918Lr-jeBdvO2mIIQ3UQD_VOigr6alX4zQ](http://www.indeed.com/cmp/Delivery-Drivers-Inc/jobs/-5fee20543bfed851?sidu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTgMNREfnCYu918Lr-jeBdvO2mIIQ3UQD_VOigr6alX4zQ)

Work Hours: N/A

How to apply: Indeed.com

13. **Job Title: Regional Administrative Assistant**

Description: Leading worldwide real estate franchise brand is looking for a Regional Administrative Assistant to answer phones, greet guests and provide general office support in a fast-paced environment. This person must be able to handle a multi-line phone system and provide superior customer service even under pressure. This is an entry-level position that historically leads to upper movement in the organization, for the right individual. The ideal candidate will have a pleasant and professional voice, be articulate and detail oriented, have an innate sense of protocol and be good with numbers.

Agency: RE/MAX Northern Illinois

Salary: \$26,000 - \$28,000 a year

Job Type: Full-Time

Contact: <http://www.indeed.com/viewjob?cmp=RE%2FMAX-Northern->

[Illinois&t=Regional+Administrative+Assistant&jk=82b8b3f51b80adf7&sidu=QwrRXKrqZ3CNX5W-O9jEvTNSX4DG0vtAnkN48Xs-dFZABDr8DoKoxGZp1dkgkuQsCkydq4-IIQBQxceFt8uR_sNGeGZDV4zSut23xhIPMTo&pub=4a1b367933fd867b19b072952f68dceb](http://www.indeed.com/viewjob?cmp=RE%2FMAX-Northern-Illinois&t=Regional+Administrative+Assistant&jk=82b8b3f51b80adf7&sidu=QwrRXKrqZ3CNX5W-O9jEvTNSX4DG0vtAnkN48Xs-dFZABDr8DoKoxGZp1dkgkuQsCkydq4-IIQBQxceFt8uR_sNGeGZDV4zSut23xhIPMTo&pub=4a1b367933fd867b19b072952f68dceb)

Work Hours: N/A

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How to apply: Indeed.com

14. **Job Title: Order Processing/Customer Service**

- **Description:** Excellent data entry skills are required
- Proficient with Microsoft Excel and Word
- Good communication, telephone and customer service skills
- Able to multi-task in a high energy and fast paced environment
- \$10-\$15/Hr.- Based on experience.
- Good benefits
- Long established company

Agency: Advance Refrigeration Co

Salary: \$10 - \$15 an hour

Job Type: Full-Time

Contact: http://www.indeed.com/cmp/Advance-Refrigeration-Co./jobs/Order-Processing-Customer-Service-a60f46236376c38c?sdu=QwrRXKrqZ3CNX5W-O9jEva3nu7GWeXY9dpulr8-ns7V0qfGeb73_YFaAiDcH9USRC6aMNYzBr39j0ob0zGDupxsxmJBNoV8dFhvsRobRFyw

Work Hours: N/A

How to apply: Indeed.com

15. **Job Title: Entry Level Marketing and Sales-Events Marketing Associate**

Description: Chicago Business Concept is a premiere, privately owned and operated sales and marketing firm in Chicago's Loop area looking to fill ENTRY LEVEL sales, customer service, and marketing positions. We are looking for team-oriented people with the ambition and self motivation to grow within our marketing company. Chicago Business Concept is looking for entry level Marketing and Sales Account Reps and Brand Ambassadors to help with a new project for our Client . The right candidate will help with marketing events and marketing promotions with clients, campaign development, and business to business/consumer marketing and sales with our clients.

Agency: Chicago Business Concept

Salary: \$40,000 a yea

Job Type: Full-Time

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Contact: <http://www.indeed.com/cmp/Chicago-Business-Concept/jobs/Entry-Level-Marketing-Sales-Event-Marketing-Associate-7219c1b652b6950d>

Work Hours: N/A

How to apply: Indeed.com

16. **Job Title: ADMINISTRATIVE ASSISTANT IV**

Description:

- **Agency:** Resolves administrative problems and inquiries
- Receives and directs visitors and clients
- Answers, screens, and transfers inbound calls
- Communicates with management, staff and vendors
- Drafts memos, emails, reports, and correspondence
- Arranges and maintains department calendar and schedules meetings; prepares meeting agenda
- Records, transcribes, and distributes meeting minutes
- Sorts and distributes incoming mail
- Processes hiring and separation documents
- Assists new employees with on-bo

Salary: \$27.068

Job Type: Full-Time

Contact: <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=158580&src=JB->

[10320](#)

Work Hours: N/A

How to apply: Indeed.com

17. **Job Title: Library Technology Sales Consultant**

Description: Responsible for all sales activities in assigned accounts or region and for meeting or exceeding annual sales quota.

2. Compiles lists of prospective customers for use as sales leads, based on information from own professional network, industry ads, trade shows, Internet Web sites, newspapers, business directories, and other sources.

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3. Maintain data in CRM.
4. Builds and maintains research on prospective and current customers relating to how each customer is organized hierarchically, brands, channels, and key relationships.
5. Establishes and maintains current customer and potential customer relationships.
6. Gains clear understanding of customer's business requirements.
7. Creates business cases and high level financial models including ROI analysis to help in positioning and selling of technology based solutions to solve business problems.

Agency: \$50,000 - \$70,000 a year

Salary: Tech Logic

Job Type: Full-Time

Contact: http://www.indeed.com/cmp/TechLogic/jobs/Library-Technology-Sales-Consultant-06e054597da75b47?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTi8blMmMBZvIA95q3Zns4o_2FxhHnbhwOw9sPXIKJwtlA

Work Hours: N/A

How to apply: Indeed.com

18. **Job Title: Customer Care Analyst**

Description: Customer Care Analyst Job Specification -The client's solution center customer care analyst will be responsible for all customer related tasks at their respective center. The objective of the CCA is to be the primary on site point of contact for all customer related items. The individual will work with Microsoft Outlook and Salesforce.com on a regular basis so competency in these areas is strongly desired. The individual will be responsible for ordering catering, greeting customers, ensuring a positive customer experience. Prior customer facing skills are strongly desired. The CCA will need to be in the solution center when there are customer meetings. This will sometimes require earlier starts or later finishes to the day so the schedule will change on a somewhat regular basis week to week.

Agency: Iconma

Salary: \$19.53

Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Iconma/jobs/Customer-Care-Analyst-54c656e84cb69a44>

Work Hours: N/A

How to apply: Indeed.com



19. **Job Title:** Customer Service Food Truck Server

Description: Kona Ice North Plainfield is a growing, family run business. We are a shaved ice mobile vendor, and our primary customers are kids who are very excited to have a Kona Ice! We do a lot of fundraising for schools and sports teams. Most of the time you get to work by yourself with no supervisor looking over your shoulder. The venues are always changing-- so every day you work could be in a different location-- which never gets boring! You are outside a large majority of the time, not stuck behind a desk. If any of these qualities appeal to you-- then apply today! We can't wait to meet you.

Agency: Kona Ice

Salary: 10.00 / hour

Job Type: Full-Time

Contact:

https://higherme.com/jobs/5710dc1ecf7e5?utm_source=indeed&utm_medium=job_board&utm_campaign=j%3A2377%3Acustomer_service_food_truck_server%7C%3A873%3Aoswego%7Cc%3A194%3Akona_ice_schmidt

Work Hours: N/A

How to apply: Indeed.com

20. **Job Title: Recruiting Coordinator**

- **Description:** Interacts with various levels of candidates, human resources and hiring managers to schedule interviews
- Maintains information in the Applicant Tracking System and other Human Resource Information Systems
- Prepares offer, regret and acknowledgment letters.
- Prepares all new hire paperwork and to ensure a positive candidate experience
- Interacts with candidates and hiring managers to ensure a successful on-boarding experience
- On-boards and off-boards employees
- Provide administrative support to the Recruiting and HR team.

Agency: Interim HR Consulting

Salary: \$20 - \$25 an hour

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Job Type: Full-Time

Contact: <http://www.indeed.com/cmp/Interim-HR-Consulting/jobs/Recruiting-Coordinator-3e18f5dd6abc9f02>

Work Hours: N/A

How to apply: Indeed.com

CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee;

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Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.

What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center
 -

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

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Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
 - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

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- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.

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1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

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2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training



opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

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10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).

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