



### **Rehab Assistant**

Category: Service Workers  
Facility: Westlake Hospital  
Department: Physical Therapy  
Schedule: Full-time  
Shift: Day shift  
Hours: Tues-Sat 8-4:30

Job Details: This individual is responsible for transporting to/from therapy and assisting in transferring the patients in/out of bed. The person also assists in completing general departmental clerical, charge entry, maintenance and organizational tasks. Aid therapists with aspects of patient treatment in compliance with Illinois Occupational and Physical Therapy practice acts and professional guidelines. HS Diploma or GED.

Apply online at

[https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=324902](https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=324902)

### **Staff Nurse**

Category: Professionals  
Facility: West Suburban Medical Center  
Department: PACU  
Schedule: Full-time  
Shift: Day/PM rotation  
Hours: 730-1600  
Contact Information: Address: 3 Erie Court Oak Park, IL 60302

Job Details: Bachelors degree is preferred. Licensure Required  
Experience is required. The Staff Nurse is a Registered Professional Nurse (RN) who practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills. Graduated from an accredited School of Nursing and must have current Illinois RN License. BLS, ACLS and PALS required. Minimum of 1 year of Critical Care required and 2 -3 years of PACU experience preferred. ASPAN certification preferred.

Apply online at

[https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=991628](https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=991628)

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Unit Secretary**

Category: Administrative Support Workers

Facility: West Suburban Medical Center

Department: PCU

Schedule: Part-time

Shift: Weekends

Hours: 7a-1930

*Contact Information: Address: 3 Erie Court Oak Park, IL 60302*

Job Details: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit.

Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc. Medical terminology and computer skills are essential.

Apply online at

[https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=672276](https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=672276)

### **Emergency Room Greeter**

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: Emergency Department

Schedule: Full-time

Shift: 12 Hr. Shifts

Hours: 7:00 pm - 7:30 am

*Contact Information: Address: 2233 W. Division Chicago, IL 60622*

Job Details: Essential Functions: The Emergency Department (ED) Greeter is responsible for greeting all visitors in a timely and courteous manner, utilizing the computer system to register ED patients, assisting patients and visitors with informational phone calls/inquiries, maintaining the appearance of the information desk, assuring the ED team has sufficient charts on hand, and acts as ambassador to the patients and visitors in the waiting room. The Greeter is accountable for the direct and indirect care of patients and functions under the supervision of the Registered Nurse. Required Qualifications: Bilingual Spanish speaking, pleasant with excellent customer service skills. Experience with medical terminology a plus.

Apply online at [http://www.reshealth.org/findajob/career\\_search.cfm](http://www.reshealth.org/findajob/career_search.cfm)

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Administrative Assistant**

Facility: Resurrection University, Oak Park, IL

Department: Finance

Schedule: Full-time

Shift: Day shift

Hours: Monday - Friday 8:00am - 4:30pm

Contact Information: Contact: Brian Bollenbacher

Email: [bbollenbacher@reshealthcare.org](mailto:bbollenbacher@reshealthcare.org)

Job Details:

High school diploma or equivalent is required

3-5 years experience is required

*Administrative Assistant to the CFO*

*Resurrection University*

*Oak Park, Illinois*

This position reports to the Chief Financial Officer, and supports the Resurrection University Finance Team.

This position is responsible for the administrative, reception and coordination of the functions of the Finance Team.

- Full-time – Monday - Friday 8:00am - 4:30pm
- 3-5 years of secretarial/administrative experience required.
- Experience in college or academic setting desirable.
- Proficient typing, computer, secretarial and organizational skills required.
- Moderate analytic ability for gathering data and preparing reports required.

Apply online at [http://www.reshealth.org/findajob/career\\_search.cfm](http://www.reshealth.org/findajob/career_search.cfm)



### **Member Services Administrative Coordinator**

Job ID: 2012-4252 Center: West Communities

# Positions: 1 Address: 6235 S. Homan Ave

Posted Date: 7/12/2012 City: Chicago

Category: Administration State: IL

Type: Regular Part-Time Hours per Week: 25

Variable Schedule: flexible, daily

#### **Job Summary:**

Develop and maintain accurate program/camp/child care records and reports. Respond to telephones and courtesy counter needs upon request. Assist executive, operations director, program directors with special program registrations.

#### **Scopes and Responsibilities:**

- Program listings are completed accurately and in a timely manner into the Voyager software
- Enter all special program/camp/child care registrations into the Voyager software
- Produce rosters for all program/camp/child care by all required deadlines
- Enter all invoice payments accurately and inform directors of any outstanding balances.
- Tracking of all personal training and private lesson coupons with accuracy. Completing the tracking within two weeks from the previous payroll processing date
- Process all child care, camp & preschool monthly invoices with accuracy.
- Provide all program/camp/child care information and corrections to the current program registration brochure to member service staff.
- Process all credit/refunds for programs/camps/child care by the established guidelines.
- Respond to telephones in professional and timely manner
- Respond to request for tours according to tour schedule in a professional manner.
- Additional job duties as assigned.

#### **Requirements:**

Must have a high school diploma with 1 to 3 years of experience. Must have experience working with computers and a large volume of transactions.

Apply for this job: <https://careers-ymcachicago.icims.com/jobs/4252/member-services-administrative-coordinator/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Part-Time Sales Associate at Levenger Store in Macy's on State St.**

Description: We seek an enthusiastic Sales Associate (part-time) to join our retail team at our elegant store in Macy's on State Street. The key responsibility of this position is meeting sales goals established by the Company by providing the highest level of service to our customers and developing a strong understanding of our product lines

**Requirements**

Position requires previous retail experience, with emphasis on sales and customer service. Experience selling luxury goods, leather, writing instruments, office interiors, lighting and desk accessories a plus.

*Apply in-person at Levenger Store in Macy's.*

**Macy's**

Northbrook Court, Northbrook IL  
looking for Sales Associate

*Apply Online at <http://www.macysjobs.com/>*

**Grand Lux Cafe**

North Michigan Ave  
looking for servers, cooks, bussers

*Apply Online at <http://www.grandluxcareers.com/>*

**Kopi Café**

5317 N. Clark St  
looking for servers  
*Apply In Person*

**Days Inn**

1809 N. Milwaukee Ave.  
Libertyville  
Looking for Front Desk position  
*Apply in person*

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Sweet Tomatoes Restaurant**

2351 Willow Rd  
Glenview, IL 60025  
Now Hiring Hourly Crew Members  
*Stop by for an instant interview*

**Mariano's Fresh Market**

Hoffman Estates & Chicago  
Looking for Food & Store Crew  
*Apply online at <http://www.marianosfreshmarket.com/Careers.aspx>*

**Japanese Sushi Restaurant**

Vernon Hills, IL  
Full & Part Time  
Looking for Sushi Chef, Waiter&Waitress  
*Apply at: [japansushi@live.com](mailto:japansushi@live.com)*

**Petco**

11720 S. Marshfield Chicago, IL 60643  
Job Title: Sales Associate  
*Apply online at <http://careers.petco.com/index.asp>*

**KFC**

1144 South Western Ave Chicago, IL 60612  
Job Title: Team member  
*Apply online at <http://www.kfc-jobs.com/>*

**Michaels Arts and Craft**

1101 S. Canal Street Chicago, IL 60607  
Job Title: Cashier  
*Apply in person*

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Chipotle Mexican Grill**

10 E. Jackson Chicago IL 60604

Job Title: Restaurant team member

Apply online at <https://chipotle.taleo.net/careersection/crew/moresearch.ftl?lang=en>

**Banana Republic on Michigan Ave**

Part Time

looking for Sales and Stock associates

Apply online at <http://www.gapinc.com/content/gapinc/html/careers.html>

**Italian Village Restaurant**

71 W. Monroe St.

Part Time

looking for servers

Apply in person between 2 p.m. to 4 p.m.

**Custom House Tavern**

500 South Dearborn

Apply between the hours of 2pm and 4pm.

looking for back waiters, food runners

**Stir Crazy**

28252 Diehl Rd

Warrenville, Il

looking for Servers, Bartenders, and Hostess

Apply in person

**Olive Garden**

620 Illinois 59

Naperville, IL

Hiring a Bartender

Apply in person

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**MAISON**

330 East Randolph  
looking for back waiters, food runners  
*Apply in person between 2pm and 4pm.*

**Pump Room**

1301 N. State Parkway, Human Resources  
Hiring cooks, servers, runner, hostess  
*Bring in resumes Monday - Friday between 10am - 5pm*

**Gino's East Sports Bar**

521 S. Dearborn  
*Apply between 10am-4pm*  
Hiring servers, bartenders, and Kitchen help

**Boka Restaurant**

1800 N. Lincoln Ave  
Hiring Hosts  
email resume to [jordan@bokagr.com](mailto:jordan@bokagr.com)

**Public Chicago Hotel**

1301 N. State Parkway, Human Resources  
Hiring Front Desk Agent, Reservations agent  
*Bring resumes Monday - Friday 10am - 5pm*

**J. Alexander's Restaurant**

1832 North Clybourn Ave  
hiring experienced kitchen employees  
Open 7 days a week  
*Apply between 2pm - 4 p.m.*

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Wizard of Karz**

5322 N. Elston

Open 7 days a week

Hiring people to hand wash cars (average 10hrs a day)

*Apply between 7am-8pm and ask for Phil Karl*

**Gibson's Bar & Steak House**

1028 North Rush St

looking for Servers, Phone Reservationists and Hosts

*Apply Monday - Friday 10 am - 4 pm and ask for Carol or Bob*

**Boston Market**

1562 North Wells

Full-time, Part-time

Hiring for crew members!

*Apply in person*

**Taco Bell**

2575 N. Clybourn

Full-time, Part-time

Hiring for all Food Champion!

*Apply in person*

**Michaels Arts & Crafts**

1101 S. Canal Street

Part-time, Full-time

Hiring for all Sales Associate and Cashier!

*Apply in person*

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Sports/Adventure Director**

Job ID: 2012-4281 Center: Rauner

# Positions: 1 Address: 2700 S Western Ave

Posted Date: 7/17/2012 City: Chicago

Category: Sports & Recreation State: IL

Type: Regular Full-Time Hours per Week: 40

Variable Schedule: Daily Monday through Friday and as needed evenings and on weekends

#### **Job Summary:**

Plan, administer, develop, and evaluate sport and adventure programs.

#### **Scope of Responsibilities:**

- Directs the development and operations of assigned program areas.
- Develops and manages the budgets related to the position.
- Hires, trains, evaluate and supervise assigned staff and volunteers in assigned areas. Provides development and leadership.
- Ensures upkeep of related facilities and equipment.
- Provides leadership and support for branch management team, annual fund raising campaign, and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
- Develops, produces and distributes program information necessary to promote assigned programs, in accordance with branch marketing plans.
- Ensures that safety procedures are followed and that all programs are in compliance with YMCA standards, all regulations and other applicable standards.
- Ensures high quality programs through innovative program development evaluations and ongoing training of staff.
- Provides data and reports as required for assigned programs.
- Any additional duties as assigned.

#### **Requirements:**

Bachelors degree preferred in sports/recreation, physical education, or equivalent education experience. Experience in program development, fiscal management, and staff development preferred. Strong organizational, budgetary, computer, and written and verbal communication skills. Must be able to communicate effectively and relate to youth, parents, and program staff. Previous supervisory experience a plus.

Apply for this job: <https://careers-ymcachicago.icims.com/jobs/4281/sports-adventure-director/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Freight Associate**

Company: Kohl's Overview  
13440 Archer Ave  
Lemont, IL 60439  
Schedule: Part-time  
Wages: To be discussed

Responsibilities will include:

- Responsible for unloading, processing and stocking all incoming freight to the sales floor and stockroom areas
- Processes and prepares receipts of fixtures and supplies
- Replenishes merchandise to the sales floor from the stockroom
- Assists in processing incoming/outgoing transfers and returns to vendor
- Preps merchandise for the merchandising process by ensuring merchandise is sorted and staged appropriately. Removes merchandise from cartons and packaging, places merchandise on proper hanger, verifies price ticket information and tickets merchandise as required
- Maintains all Company stockroom capacity and organizational guidelines, including recovering the dock at the end of each shift
- Performs other duties such as assisting on the sales floor, completing price changes, assisting with housekeeping duties, preparing for and taking inventory, organizing the stockroom and other tasks as assigned

### **Job Requirements**

- Prior experience in merchandise receiving, handling and stocking in other retail or warehouse/distribution environments
- Ability to lift up to 50 pounds on an occasional to frequent basis
- Ability to spend up to 100% of work time moving about the receiving area, stock areas, and sales floor. Physical activities include using hand tools, bending, stooping, climbing, and reaching.
- Effective verbal and written communication skills
- Basic math and reading skills, legible handwriting, and attention to detail
- Ability to work as part of a team and interact effectively with others

### **Additional Info:**

Minimum Age-18+ years old

Apply online at <http://new.snagajob.com/job-detail/9729096>

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Part Time Opportunity**

Company: Manpower Inc  
Skokie, IL 60077  
Schedule: Full-time, Part-time  
Wages: To Be Determined

We are currently seeking a candidate with janitorial experience in Skokie.

- This position is a part time
- The hours are Monday through Friday from 7am to 1pm
- The position could be long term and or contract to hire for the right candidate
  
- If interested, please email your resume to [joel.nevarez@manpower.com](mailto:joel.nevarez@manpower.com) under the subject line please add Janitor in Skokie
  
- **No phone calls please**  
Minimum Age-18+ years old

**Environmental Service Worker**

Facility: Our Lady of the Resurrection Medical Center, Chicago, IL  
Department: Environmental Services  
Schedule: Part-time  
Shift: PM shift  
Hours: 3:30 -11:30

Job Details: Will train for this position

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility.

Must have the ability to read and understand English.

Apply online at [http://www.reshealth.org/findajob/career\\_search.cfm](http://www.reshealth.org/findajob/career_search.cfm)

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Sales Associate**

Company: LensCrafters  
9500 SOUTH WESTERN AVE #G3A  
EVERGREEN PARK, IL 60805  
Schedule: Part-time  
Wages: To Be Determined

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Engages every customer that enters the store.
- Asks questions to uncover the reason for the customer's visit.
- Recommends products and services that would serve the customer.
- Is attentive to details; reviews prescriptions and identifies special needs, consulting with Optician when necessary.
- Strives to achieve all store metrics.
- Performs work accurately and thoroughly despite time pressure and customer volume. Identifies situations involving unsatisfied customers and acts quickly for resolution.
- Demonstrates good product knowledge; takes the initiative to accurately describe the features and benefits of various lenses and frames.
- Assists the customer in selecting frames and lenses that are best suited for their lifestyle and prescription needs. Suggests improvements and recommends solutions to problems. Reinforces customer's final selection.

### **KNOWLEDGE AND SKILLS**

- Strong communication skills
- Strong basic math skills (addition, subtraction, multiplication, division)
- Awareness of current fashion trends is a plus
- Strong interpersonal skills (friendly, caring, patient)
- Sales skills ■ Familiarity with cash registers, computers and calculators

### **EDUCATION/EXPERIENCE**

- High School Graduate or equivalent
- Previous experience in customer service, retail or optical preferred

### **WORKING CONDITIONS**

- On feet most of the day ■ Flexible availability is needed including evenings and weekends LensCrafters provides extensive on the job training and a competitive compensation package. EOE Minimum Age-18+ years old

***If you are interested in applying for this position please visit your local LensCrafters store and ask to speak with a member of management.***

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Restaurant Manager**

Company: Kentucky Fried Chicken  
5230 W Madison St  
Chicago, IL 60620  
Schedule: Full-time, Part-time  
Wages: To Be Determined

We're looking for enthusiastic and flexible restaurant managers who want to provide fast, fun and friendly service to our customers.

If that sounds like you, why not bring your talents and skills to us?

The Restaurant Manager provides additional management coverage of operating hours and direct supervision of operations in an individual restaurant.

Focal points include:

- Driving excellence in customer service
- Maintaining company standards in product and facility specifications
- Supervising food handling procedures and operational processes
- Exercising basic, shift-to-shift financial control to meet the restaurant profit margin targets

In addition, a manager assumes full responsibility for specific financial controls, crew training assignments and the screening of prospective employees. The Restaurant Manager performs hands-on operational work on an on-going basis to train employees, respond to customer service needs or otherwise role model appropriate skills and behaviors in the restaurant.

If you want to build a great career while providing fast, fun and friendly service to our customers, KFC is the perfect place to learn, grow and succeed!

If this sounds like the kind of environment that would appeal to you, APPLY NOW and start your career today at <http://new.snagajob.com/job-detail/8444352>

Additional Info:

Minimum Age-16+ years old

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title Per Diem Desk Assistant/Assignment Editor**

Auto req ID 12246BR

CBS Business Unit CBS Television Stations

Division/Station 1031

Station WBBM-TV

Department / Business Unit NEWS

Location Illinois - Chicago

Job Description PURPOSE OF POSITION:

To assist assignment editor, reporters and producers in daily news coverage.

**PRIMARY ACCOUNTABILITIES:**

- Work at direction of assignment editor to follow up on story tips and make beat checks.
- Answer questions from public on matters related to news programming.
- Conduct interviews, as needed.
- Organize printed scripts for production staff and talent.
- Run assignment desk, as needed
- Other duties, as assigned.

**CORE COMPETENCIES:**

Results-Oriented, Dependable, Detail-Oriented, Courteous

Required Skills/Experience PLEASE SEE "PREFERRED SKILLS / EXPERIENCE."

**Preferred Skills/Experience MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in journalism or related field
- Prior internship in broadcast newsroom, desirable

Job Status: Part Time

Apply online at

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?SID=^ezOOPwLY5fUNKgs\\_pm1ZVbB3RveT\\_slp\\_rhc\\_fxWAIsn4dixExVaotEi9I2FNWn4Gmb75hNvm&jobId=271636&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=271636\\_5129&GQId=0](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^ezOOPwLY5fUNKgs_pm1ZVbB3RveT_slp_rhc_fxWAIsn4dixExVaotEi9I2FNWn4Gmb75hNvm&jobId=271636&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=271636_5129&GQId=0)

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title Part Time Editor**

Auto req ID 12170BR  
CBS Business Unit CBS Radio  
Division/Station WBBM-AM  
Station WBBM-AM  
Market Chicago  
Department / Business Unit News  
Location Illinois - Chicago  
Job Status Part Time

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

Writer: Prepares ready-to-air broadcast copy from wires sources, facts from reporters, and own knowledge of current events. Selects key facts from stories for airing and packages them creatively with sound and available audio. Adapts writing style to the needs of particular anchors on the air, whenever possible. Completes assigned line-ups quickly and accurately.

Editor: Reviews all current stories coming in from all sources and chooses which stories should air on WBBM Newsradio. Selects audio from incoming sources for use in newscasts. Prepares hourly lineups of stories for writers to complete. Responds to breaking stories, making initial calls, and directing the newsroom and assigning reporters when a manager is not available,

**Required Skills/Experience MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS:**

College graduate. Major in broadcast journalism and English preferred. Two years of broadcast news writing experience required. Reporting experience preferred. All applicants must successfully complete a timed writing test.

**KNOWLEDGE & SKILL REQUIREMENTS:**

Must be familiar with broadcast style, with a strong ability to incorporate audio into written stories. Excellent grammar and good spelling are important. A curiosity about the world and familiarity with current events is extremely important.

Apply online at

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?SID=^ezOOPwLY5fUNKgspm1ZVbB3RveT\\_slp\\_rhc\\_fxWaiSn4dixExVaotEi9I2FNWn4Gmb75hNvm&jobId=270658&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=270658\\_5129&GQId=0](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^ezOOPwLY5fUNKgspm1ZVbB3RveT_slp_rhc_fxWaiSn4dixExVaotEi9I2FNWn4Gmb75hNvm&jobId=270658&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=270658_5129&GQId=0)

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Account Executive**

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

### **Responsibilities**

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

### **Basic Qualifications**

This position requires a proven track record of success in sales/new business development, experience in transactional business within advertising agencies as well as direct client contact. Position requires strong writing and presentation skills and computer proficiency is imperative.

### **Preferred Qualifications**

Five+ years experience in electronic media sales is preferred.

### **Required Education**

College Degree Required.

### **BUSINESS OVERVIEW**

Job Location: Chicago, IL

Requisition ID: 54275BR

The Walt Disney Company is an Equal Opportunity Employer

Apply online at <http://careers.disneyabc.jobs/chicago/sales/jobid2574146-account-executive-jobs>

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Director, Guest Admissions & Operations**

Department: Guest Admissions & Operations

Status: Full Time

**Responsibilities**

The Museum of Science and Industry provides programs and experiences that deepen the engagement of families, students and teachers in science and science-related disciplines, with a vision to inspire and motivate our children to achieve their full potential in the fields of science, technology, engineering and medicine.

**Qualifications**

Master's degree and/or seven to ten years of related experience and/or training; or equivalent combination of education and experience.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Experience in developing and implementing creative and engaging customer engagement strategies, team building exercises and staff training exercises.

Demonstrated experience in strength-based coaching and developing large teams with a diversity of skills and competencies with a strong capacity in team leadership.

Experience in leading a successful customer service experience. (Experience with large-format theater operations, ticketing operations, or call center operations a plus).

Excellent written and verbal communication skills. Ability to effectively communicate with guests, colleagues, donors, trustees, contractors and employees and other Museum stakeholders from varied backgrounds.

Strong collaboration and implementation skills. Excellent problem solving and guest issue resolution skills, with the ability to coach and support staff to same competencies.

Prior experience in working with complex ticketing system software (Galaxy preferred/administrator level preferred).

Proficient computer skills with Microsoft Outlook software; Internet operations, and database management. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to understand and interpret financial operating statements and legal documents, and to manage and create operating budgets.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Bi-lingual is a plus.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/director-guest-admissions-and-operations/>

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

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Budget Manager**

Department: Accounting/Finance

Status: Full Time

### Responsibilities

This position is primarily responsible for the coordination and completion of the financial planning analyses, including the annual operating budget, as well as quarterly forecasting analyses. The incumbent is also responsible for conducting ongoing financial/statistical analyses of current operations, as well as new/proposed programs/exhibits.

Essential duties and responsibilities include, but are not limited to:

Preparation/coordination of annual operating budget.

Preparation of quarterly financial projections.

Development and preparation of financial modeling/analysis documents.

Restricted Project Budgets. Payroll and Personnel responsibilities.

—Maintain employee staffing and vacancy reports and monitor to budget/financial projections.

—Discuss position funding issues with department heads, as well as other Finance Dept. personnel.

Performs other analyses and functions as assigned by Director of Finance and/or CFO.

Other duties/responsibilities as assigned.

### Qualifications

Bachelor's Degree preferably in Business Administration, Accounting or Finance.

CPA or MBA preferred.

Five to eight years of experience in financial analysis and/or budgeting.

Ability to direct/work with other department personnel to achieve desired outcomes, including the annual operating budget, project budgets, bond/grant reimbursement, etc. Ability to prioritize multiple tasks and change priorities as needed.

Ability to assess/analyze financial issues quickly and accurately.

Excellent analytical skills and judgment, as well as attention to detail.

Good written and verbal communication skills.

Microsoft Excel (advanced functionality) and Word; and MS Dynamics GP a plus  
Financial Modeling Software. ADP Payroll System. FRx Reporting Software

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/budget-manager/>

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

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Graphic Designer/Assistant Photographer**

Department: Public Relations

Status: Full Time

### Responsibilities

This individual will provide conceptualization and design support to the Museum's internal communications, publications, and marketing collateral efforts. This individual will also serve as the secondary photographer for Museum exhibits, programs and evening/weekend events.

### Qualifications

Bachelor's degree in Graphic Design, Photography or Visual Arts.

2+ years of print graphic design and project management experience within a marketing or communications environment.

Experience in print coordination, including obtaining print quotes, paper and ink specs, reviewing proofs and attending press checks.

Strong organization skills and ability to balance multiple simultaneous projects.

Excellent communication and interpersonal skills – people and kid friendly.

Ability to develop strong, interpersonal relationships with diplomacy and flexibility.

Brand identity experience a plus. Experience in web design a plus.

Must understand basic photographic concepts, theories and use of a DSLR Camera.

Proficiency with Adobe Creative Suite (CS4 +) InDesign, Photoshop, Illustrator, Word, Excel and PowerPoint. Experience in CSS and HTML helpful.

Willing to work evenings and weekends as needed.

Must have design portfolio that demonstrates conceptual design through production as well as a photography portfolio that illustrates a variety of work.

Please Provide Sample Work

Please submit a PDF cover letter and resume along with samples or a link to an online portfolio.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/graphic-designerassistant-photographer/>

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

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others