

Please see the Miscellaneous Job Postings below:

- Please be sure to examine each listing carefully
- Watch for application deadlines

Good luck with your search.

1. [Correctional Officer](#)
2. [Dental Hygienist](#)
3. [Bank Teller](#)
4. [Retail Coordinator](#)
5. [Open Jewelry Merchandising position](#)
6. [Facilitator](#)
7. [Appraisal Review Officer](#)
8. [Director of Education](#)
9. [Entry Level Accountant](#)
10. [Director of Alumni Relations](#)
11. [Director of Sales & Marketing](#)
12. [Bilingual French Inside Sales Intern](#)
13. [Policy or Administration Intern](#)
14. [Manager of Major Gifts](#)
15. [Executive Director](#)
16. [Assistant Director – Career Specialist](#)

Correctional Officer		Date Posted: 6.24.2011
Salary: \$38,619.00 - \$51,193.	Location: Varies	
Employer/Organization: The Federal Bureau of Prisons	Type: Not Specified	
Requirements/ Qualifications: <ul style="list-style-type: none"> • U. S. Citizenship is Required. • See Special Conditions of Employment Section. • Males born after 12/31/59 must be registered for, or exempt from, the • Selective Service. <p>To be considered for the position, you must meet the following qualification requirements:</p> <p><u>EDUCATION:</u></p> <p>FOR GL-05: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree from an accredited college or university.</p> <p>FOR GL-06: Nine (9) semester hours or fourteen (14) quarter hours of graduate study, from an accredited school, in Criminal Justice, Criminology, Social Science, or another field of study related to the position such as law.</p> <p>NOTE: If you are using education to qualify, you MUST provide transcripts to receive consideration. The education MUST be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Transcripts MUST uploaded and electronically transferred from USAJOBS</p>		
Job Description		
<p>Provides supervision, care and correctional treatment of inmates and guidance to lower-graded Correctional Officers. Incumbent is concerned with maintenance of institution security contributing to the health and welfare of the inmates and the promotion of good public relations.</p> <p>Enforces rules and regulations governing facility security, inmate accountability and inmate conduct to ensure judicial sanctions are carried out and inmates remain in custody. From time to time, may be authorized to carry firearms and to use physical force, including deadly force, to maintain control of inmates.</p> <p>During institution emergencies or other periods of heavy workload or limited staff, may be required to work long and irregular hours, unusual shifts, Sundays, holidays and unexpected overtime. Information as to operations and procedures is provided by post orders, BOP program statements, local supplements, custodial manual, internal correspondence and staff meetings. Incumbent must be flexible and have a broad knowledge base to use own initiative in the resolution of problem situations.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
<p>To apply, visit www.usajobs.gov and enter "Bureau of Prisons" as keywords in the "What" box. Additional information about the Bureau can be found at www.bop.gov. If you have questions regarding employment opportunities at FCI Mendota, please call 559-274-4018 or 559-274-4019.</p>		
Application Deadline: N/A		

Dental Hygienist

Date Posted:
6.24.2011

Salary: \$45,823.00 - \$58,707.00

Location: Varies

Employer/Organization:

The Federal Bureau of Prisons

Type: Not Specified

Requirements/ Qualifications:

Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

(1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.

(2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

Licensure: Must be currently licensed to practice as dental hygienists in a State or territory of the United States

Or the District of Columbia.

Job Description

The incumbent is responsible for planning and directing the preventive dental health program. Incumbent instructs patients in oral health care and for the administration of oral prophylaxis. Instructs a patient, individually and in groups, in proper oral hygiene care using materials such as teeth models, displays, disclosing solutions, toothbrushes, and floss.

Performs complete oral prophylaxis to include: supragingival and subgingival scaling using ultrasonic scalers and hand instruments, polishes the teeth with abrasive pastes and rubber cups, and applies topical fluoride treatments. Provides therapeutic and preventive procedures for patients in all classifications of periodontal disease. Provides treatment for patients with advanced periodontal disease complicated by other dental and medical problems. Prepares patients for periodontal surgery by performing deep scaling and root planning therapy.

Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

[Top of the Document](#)

Bank Teller

Date Posted:
6.17.2011

Salary: Not Specified

Location: Chicago & Glenview

Employer/Organization:

Associated Banc-Corp

Type: Part-time

Requirements/ Qualifications:

N/A

Job Description

N/A

Contact: Jill Cook, CIR, AVP - Senior Recruiter

Phone: N/A

Email: Jill.Cook@Associatedbank.com

Fax: N/A

Website: www.associatedbank.com/careers

To Apply
If anyone is interested they can apply online at www.associatedbank.com
Application Deadline: N/A

[Top of the Document](#)

Retail Coordinator		Date Posted: 6.9.2011
Salary: Not Specified	Location: South Elgin	
Employer/Organization: Goodwill Industries of Southeast Wisconsin - Retail	Type: Not Specified	
Requirements/ Qualifications: High school diploma. Two years prior retail or production experience, including retail supervisory experience (or bachelor's degree in a related field). Working knowledge with Windows-based PC and Microsoft Office. Additional course work in retail/marketing/production, and/or experience in a management training program are preferred. Valid driver's license required.		
Job Description		
Responsible for supervising operations of store and donation center, to advance the Goodwill Mission and brand. Provide supervision, coaching, development and training to all employees in order to achieve established revenue goals. Competencies <ul style="list-style-type: none"> * Action Oriented - High energy, looks for opportunities * Approachability - Personable; builds rapport; good listener * Customer Focus - Thinks customer-first; builds relationship * Directing Others - Clear communicator; distributes workload * Drive for Results - Pushes self and others for results * Informing - Shares information to the team; timely * Integrity & Trust - Direct, candid, admits mistakes * Motivating Others - Brings out people's best; empowers others * Priority Setting - Focuses on critical items; creates focus * Self Development - Continuous improvement/growth; self aware * Timely Decision Making - Quick decisions under pressure; meets deadlines 		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2356606&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1		
Application Deadline: N/A		

[Top of the Document](#)

Open Jewelry Merchandising position		Date Posted: 6.9.2011
Salary: \$11.00/hr	Location: N/A	
Employer/Organization: Cast Retail	Type: Part-time	
Requirements/ Qualifications: N/A		
Job Description		
We currently have an Open Jewelry Merchandising position available in the Skokie, IL area. The position that we are looking to fill is located in the Juniors Department of Macy's Department store in Old Orchard Center. This is a part-time merchandising opportunity working with the M Style Lab brand of fashion jewelry. The primary responsibility would consist of straightening, replenish, clean and organize the fixtures. This is an \$11.00/hr position that pays bi-weekly. Working every Monday & Thursday for approximately 3 to 5 hours a week.		
Contact: Sara Hoffman, Quality Control Coordinator		
Phone: (877) 550-2278 x111	Email: shoffman@castretail.com	
Fax: N/A	Website: www.castretail.com	

To Apply
Contact: Sara Hoffman
Application Deadline: N/A

[Top of the Document](#)

Facilitator		Date Posted: 5.19.2011
Salary: Not Specified		Location: Englewood
Employer/Organization: Goodwill Industries of Southeast Wisconsin		Type: Not Specified
Requirements/ Qualifications:		
<ol style="list-style-type: none"> 1. Design and conduct computer training activities as required. 2. Prior knowledge and ability to master subject content areas as needed for new instructional programs. 3. Other duties as assigned. 4. Knowledge of disadvantaged populations and persons with disabilities and their barriers relating to employability. 5. Knowledge disadvantaged populations and their barriers relating to employability. 6. Communication skills, both verbally and in written form, for providing highly effective individual and group instruction and training. 7. Knowledge of computer systems and educational software. <p>Training and Experience:</p> <ol style="list-style-type: none"> 8. Training in a related field such as human resources, business management, training or counseling. 9. Two years prior instructional experience. 10. Bachelor's degree in related field preferred. 11. Valid Illinois Drivers License. 12. Ability to move about office areas. 13. Ability to lift up to ten pounds. 14. Repetitive use of hands is required in the form of fine manipulations keyboarding while using computer. 15. Ability to communicate effectively in both written and verbal form. 16. Ability to observe personnel paperwork transactions. 		
Job Description		
<p>Responsible for providing instruction, curriculum development, student evaluation, and up-to-date progress and performance reports to participants in pre-employment skills workshops.</p> <p>Curriculum:</p> <ol style="list-style-type: none"> 1. Design, develop, and implement curriculum to promote specific skill development. 2. Evaluate and modify curriculum to meet the changing needs of participants. 3. Customize and coordinate computer literacy curriculum. <p>Instruction:</p> <ol style="list-style-type: none"> 4. Facilitate Group workshops using the Employment Solutions: Skills for Life and Work Curriculum. 5. Instruct participants in steps and procedures to access computer terminals, and to use various software applications, including the Internet. <p>Evaluation/preparation:</p> <ol style="list-style-type: none"> 6. Analyze individual learning styles and special training needs and problem solve for the best teaching strategies. 7. Assign appropriate textbooks and learning materials to participants to reinforce and assess learning. 8. Evaluate and measure participants' progress to meet overall learning objectives. 9. Input daily attendance and weekly progress reports in the AS400 database. <p>Reporting:</p> <ol style="list-style-type: none"> 10. Report individual progress and performance to case manager. 11. Correct assignments and analyze the progress of participants. <p>Other:</p> <ol style="list-style-type: none"> 12. Attend staffing to review participant's performance. 13. Protect confidentiality of all participants in program. 14. Maintain a safe and orderly work environment. 		

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2342160&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

[Top of the Document](#)

Appraisal Review Officer		Date Posted: 5.13.2011
Salary: Not Specified	Location: Rosemont, IL	
Employer/Organization: MB Financial Bank	Type: Full-Time	
Requirements/ Qualifications: Bachelor's degree (B.A. or B.S.) from four-year college or university; or one to three years related experience and/or training; or equivalent combination of education and experience required. Must possess thorough knowledge of USPAP (Uniform Standards of Professional Appraisal Practice) and FIRREA (Financial Institutions Reform Recovery and Enforcement Act) as they relate to appraisal standards, and thorough knowledge of the Chicago real estate market and various property types. State of Illinois Certified Residential Appraiser License required		
Job Description		
<ul style="list-style-type: none"> • Review commercial and residential real estate appraisals. • Perform limited commercial and residential real estate appraisals. • Review other third party reports including environmental assessments, property condition analysis reports, and various engineering reports. • Any other duties requested by the department manager. • Comply with all applicable federal and state laws and regulations. • Perform special projects and appraisals as assigned. • Requires periodic travel throughout the Chicagoland area. • Comply with all applicable federal and state laws and regulations. • Other duties may be assigned. • LIVE the Bank's Mission Statement and PRACTICE the Bank's Corporate Strategy. 		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2333461&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1		
Application Deadline: N/A		

[Top of the Document](#)

Director of Education		Date Posted: 5.5.2011
Salary: Not Specified	Location: N/A	
Employer/Organization: Beck Institute for Cognitive Behavior Therapy	Type: Not Specified	
Requirements/ Qualifications: Requirements: doctoral degree in mental health profession; demonstrated proficiency in CBT; experience in training or teaching CBT and clinical supervision; licensed or license eligible in Pennsylvania. Salary negotiable and based on experience.		
Job Description		
The Beck Institute for Cognitive Behavior Therapy, under the direction of Aaron T. Beck, M.D., and Judith S. Beck, Ph.D., invites applications for the position of Director of Education and Training. The mission of the Beck Institute, a non-profit organization in Philadelphia, is to encourage the growth and dissemination of CBT throughout the world, through leadership in the field, and through the provision of		

professional training, outpatient clinical services and research. Responsibilities include: development and updating of curriculum for on-site, off-site, and on-line CBT training; teaching CBT workshops; reviewing training applications; overseeing adjunct faculty in customized (offsite) training programs; consultation with organizations on their CBT program needs; overseeing the supervision program and supervising faculty; development of new supervisors and speakers; development of a formal supervision on supervision program; directing the work of Education Coordinators; marketing; travel as necessary; treatment of 2-4 clients per week.	
Contact: Julie Hergenrather, PhD, Executive Director	
Phone: N/A	Email: jh@beckinstitute.org
Fax: N/A	Website: www.beckinstitute.org
To Apply	
For more information about Beck Institute please see our website: www.beckinstitute.org . Interested applicants should submit a CV to: Julie Hergenrather, PhD Executive Director Beck Institute for Cognitive Behavior Therapy One Belmont Ave. Suite 700 Bala Cynwyd, PA 19004 jh@beckinstitute.org	
Application Deadline: N/A	

[Top of the Document](#)

Entry Level Accountant		Date Posted: 5.5.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: United Service Companies	Type: Not Specified	
Requirements/ Qualifications: Must have strong work ethics Must be well organized and able to follow standard filing procedures Detail oriented, professional attitude, reliable Proficient in Excel and Word, Oracle experience a plus Possess strong organizational and time management skills Ability to communicate effectively verbally and in writing		
Job Description		
United Services Companies, an accounting services and staffing provider, is looking for many levels of entry level accounting, including accounting assistant, clerk, manager, and account payable/ receivable clerks. Flexible hours may be available for some specialties. Immediate start for some specialties. United Service Companies is looking for individuals with the skills, character qualities and qualifications to excel in the accounting field.		
Contact: Vince Arrigo		
Phone: 312.972.3830	Email: varrigo@unitedhq.com	
Fax: N/A	Website: N/A	
To Apply		
N/A		
Application Deadline: N/A		

[Top of the Document](#)

Director of Alumni Relations		Date Posted: 5.5.2011
Salary: Not Specified	Location: 17 North Dearborn, Chicago, IL 60602	
Employer/Organization: Adler School of Professional Psychology	Type: Not Specified	
Requirements/ Qualifications: <ul style="list-style-type: none"> • A bachelor's degree, advanced degree preferred; minimum four years of experience in alumni relations and external affairs, preferably in higher education, with demonstrated accomplishment in fostering productive relationships with alumni, volunteers and developing alumni and volunteer 		

leadership.

- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Adler School, alumni, other constituents, and the public.
- Demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers.
- Exceptional writing and editing skills in order to develop correspondence and professional reports.
- High professional and ethical standards for handling confidential information.
- Extensive experience with Raiser's Edge or a similar constituent database preferred.
- Proficient in a variety of word processing, database, presentation, and spreadsheet software applications.
- Ability to travel and work evenings and weekends as needed.
- Interest in the mission of Adler School. A successful Student Affairs professional will embrace and uphold the values of the School.

Job Description

The Director of Alumni Relations will provide planning and implementation of programs and projects that strategically engage alumni to strengthen programs and provide tangible benefits to alumni, current students and the Adler School. The Director will assume a leadership role in developing a model for alumni to share their professional expertise and serve as volunteers; collaborating with colleagues in the administrative offices (including, but not limited to Institutional Advancement, Admissions, Public Affairs and Student Affairs) and the Adler School to create and maintain pathways for alumni participation that advance the goals of the Institution; partnering with Advancement colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the Alumni Association Board of Directors and the academic and administrative leadership. The Director of Alumni Relations reports to the VP of Institutional Advancement and is a key member of the Advancement team.

Specific responsibilities will include:

1. Establish and build relationships with a wide range of alumni: locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, e-newsletters, print publications, and social media; effectively track alumni engagement, reporting regularly on progress and results.
2. Maintain a strong and productive working relationship between alumni office and student affairs staff and appropriate student leaders to educate current and graduating students about alumni benefits and engage them in programs.
3. Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees, providing guidance, and ensuring strong and productive relationships between its members and the academic and administrative leadership; serve as ex officio Executive Director of the Alumni Assoc.
4. Database Management: Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
5. Budget Planning: Oversee and balance the budget for Alumni Relations within the annual program budget; manage existing and/or additional alumni programs, services and communications.

Contact: Carrie Coward

Phone: 828-225-9096

Email: ccoward@summitsearchsolutions.com

Fax: N/A

Website: www.adler.edu

To Apply

For more information, contact:

Stephanie Fowler
 Sr. Consultant
 Summit Search Solutions, Inc.
 Direct 530-677-9945
 Toll free 1-800-901-8575 ext.105
sfowler@summitsearchsolutions.com

Carrie Coward
 President
 Summit Search Solutions, Inc.
 Direct 828-225-9096
 Toll free 1-800-901-8575 ext. 101
ccoward@summitsearchsolutions.com

Application Deadline: N/A

[Top of the Document](#)

Director of Sales & Marketing

Date Posted:
5.5.2011

Salary: Not Specified

Location: N/A

Employer/Organization:
N/A

Type: Not Specified

Requirements/ Qualifications:
N/A

Job Description

Director of Sales & Marketing: \$110k+ Hotels: NC & DC

Select-Industry (www.select-industry.com) is an executive search firm. Any recommendations would be welcomed. See all of my JOB OPPORTUNITIES in my LinkedIn profile.
 Strong and stable company looking for a DOS&M in North Carolina and DC. Must have extensive and recent 4 star hotel experience with major brands. \$110k+ Flexible on salary for the right candidate. Must fill immediately.

Contact: N/A

Phone: 719-955-0613

Email: drew@s-industry.com

Fax: N/A

Website: www.select-industry.com

To Apply

Please feel free to contact me for details: 719-955-0613 or drew@s-industry.com. You may also send your resume. Confidentiality assured!

Application Deadline: N/A

[Top of the Document](#)

Bilingual French Inside Sales Intern

Date Posted: 4.29.2011

Salary: Not Specified

Location: Elgin, IL

Employer/Organization:
N/A

Type: Internship

Requirements/ Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills.
- Strong inside "prospecting", and outside "closing" skills.
- Strong customer focus and relationship building skills
- Computer proficient with Excel, Word, PowerPoint, Access, and Outlook (MS Office).
- Prior Knowledge of SAP R/3 / SAP CRM and e-commerce desirable

Ability to identify and effect problem resolution

- Associates degree in business and/or technical related field; Four-year business or technical degree is desirable.

Some experience in Inside Sales within a manufacturing and/or distribution environment.

- Ability to read, analyzes and interprets instructions, and writes business correspondence.
- Ability to compile an Excel or PowerPoint presentation, and effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Bilingual French

Job Description	
<ul style="list-style-type: none"> • Enhances customer relations and increase sales effort by effectively responding to customer inquiries via phone, fax, email and CRM. • Identifies and qualifies competitive opportunities as a result of cross-selling. • Provides front line technical support to include high level technical questions, substitutions, and cross-referencing. Interacts with Product Management and Applications Engineering to manage resolution of technical issues. • Participates in training sessions for all product lines to ensure up-to-date knowledge and expertise. • Assures all tasks are updated in CRM regarding samples with tracking information and expediting as needed for target/focus accounts. • Calls for target/focus accounts to be logged into CRM to facilitate our outside/inside team. • Resolves customer complaints concerning billing, product, commercial issues, and policy issues which are unable to be handled by our Customer Service Reps. • Assists with customer and market data maintenance in CRM. • Maintains existing sales and generates increased sales opportunities of new and additional products within defined territory, while building and maintaining customer relationships. • Assist sales/marketing team to meet assigned market and territory sales goals and visits key accounts quarterly with the ASM when strategically required 	
Contact: Christine Schuldurs, Customer Support Manager	
Phone: N/A	Email: Christine.schuldurs@harting.com
Fax: N/A	Website: www.harting-usa.com
To Apply	
N/A	
Application Deadline: N/A	

[Top of the Document](#)

Policy or Administration Intern		Date Posted: 4.14.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Heartland Human Care Services	Type: Internship	
Requirements/ Qualifications: N/A		
Job Description		
Contact: Willis Francis, LCPC - Associate Director of Clinical Services		
Phone: (773) 433-1200 or (312) 520-5046	Email: N/A	
Fax: (773) 271-8810	Website: N/A	
To Apply		
Contact Willis Francis for more information		
Application Deadline: N/A		

[Top of the Document](#)

Manager of Major Gifts		Date Posted: 4.4.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Greater Chicago Food Depository	Type: Full-Time	
Requirements/ Qualifications: <ul style="list-style-type: none"> • Bachelor's degree with 5+ years development experience • Experience with capital campaigns and major gift solicitation • Excellent written, oral and negotiation skills. • Adaptable and flexible in fast-paced environment, able to multi-task and handle concurrent priorities Proficiency in MS Office – Word, Excel, PowerPoint, Outlook • Development database experience (Raisers Edge experience highly desirable) 		

Job Description

Basic Functions: Works to support the Organization's fund raising strategy to grow individual major gifts through identifying, cultivating and soliciting high-level prospects, beyond the \$5,000 level.

1. **Identification and Cultivation**—With the Depository's current donor pool as a base, develop "top prospect" lists based on giving histories, research and anecdotal knowledge. Create individualized cultivation strategies for a select number of donors each quarter based on guidance from senior management, and overall fundraising strategies.
2. **Solicitation**— Work with senior management to execute solicitations of these prospects.
3. **Recognition:** Create and manage appropriate recognition opportunities for major donors, which may include special events, targeted print and online publications, and/or physical sites for permanent acknowledgements.
4. **Record Keeping:** Work closely to ensure that all major gifts are appropriately acknowledged and tracked, and that records of meetings, phone calls, and other contacts with donors and prospects.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website:

<https://jobs-gcfd.icims.com/jobs/1127/job>

To Apply

<https://jobs-gcfd.icims.com/jobs/1127/job>

Application Deadline: N/A

[Top of the Document](#)

Executive Director

Date Posted: 4.4.2011

Salary: \$25,000

Location: N/A

Employer/Organization:

National Alliance on Mental Illness – Cook County North Suburban

Type: Part-time

Requirements/ Qualifications:

Understanding of mental illness and its impact on the individual, the family, and the community.
Ability to implement the Board's objectives.
Excellent oral and written communication skills.
Outstanding interpersonal skills.
Proficiency – moderate-to-advanced - with computers and software. Excel/CRM/Database experience is extremely helpful.
Experience working with a nonprofit organization and/or volunteers is desired.
Bachelor's Degree from an accredited college.

Job Description

We are looking for someone to take us to the next level.

The Executive Director oversees programs offered by NAMI CCNS and helps the Board of Directors implement its strategic plan and fund-raising. The starting salary for this part-time position (10 a.m. – 4 p.m. four days a week) is \$25,000. The salary and hours can be expected to grow as the organization expands.

Description of Duties:

1. Administration

- Recruit and supervise volunteers and staff of three experienced, part-time workers.
- Report to the Board and serve as a liaison among staff, volunteers, and Board members.
- Meet and speak with community members as needed.

2. Board Assistance

- Help recruit new Board members.
- Work with the Board to help the organization carry out its programs.
- Regular attendance and input at 10 Board meetings a year.

3. Fund-raising

- Write or oversee applications for new grants.

<ul style="list-style-type: none"> • Support the organization’s fund-raising efforts (such as the Annual Appeal Campaign, NAMI CCNS Walk, and Spring Gala). • Develop business sponsorships. 	
4. Communication and Outreach <ul style="list-style-type: none"> • Serve as a spokesperson for our affiliate. • Network with other organizations. • Oversee the organization’s Newline publication, E-newsletter blasts, and Facebook and website content. 	
Contact: Helene Rhodes	
Phone: N/A	Email: executivedirector@namiccns.org
Fax: N/A	Website: N/A
To Apply	
Please email Helene Rhodes the following: <ol style="list-style-type: none"> 1- Letter of Interest explaining why you want this position and why you should be considered. 2- Your resume. 3- Three references. 4- Current contact information – telephone number and email. 	
Application Deadline: N/A	

[Top of the Document](#)

Assistant Director – Career Specialist		Date Posted: 4.4.2011
Salary: NOT SPECIFIED	Location: Chicago, IL	
Employer/Organization: DePaul University – Chicago	Type: Full-Time	
Requirements/ Qualifications: The Full Time Assistant Director, Career Specialist will report to the Career Center Associate Director of Career Services. This individual will be responsible for providing career services to undergraduate and graduate students and alumni from DePaul University’s College of Computing and Digital Media (CDM).		
Job Description		
Bachelor’s degree. Two to five years experience in career development, college relations, recruitment/staffing, human resources, training and development, or comparable background. Knowledge of career and academic advising, assessment, marketing, program development and management. Knowledge of and interest in technology curricula, employment market, and recruitment practices. Experience in working with traditional-age students as well as adults at various stages of career development. Experience working with hiring managers and/or recruiters. Strong knowledge of and a proven track record of relationship building, managing projects, and managing events. Proficiency with Microsoft Office – Word, Excel, and PowerPoint. Ability to work occasional evening and weekend hours and ability to travel between campuses.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: www.depaul.edu	
To Apply		
Go to: https://intranet-depaul.icims.com/jobs/16543/job		
Application Deadline: N/A		

[Top of the Document](#)