Weekly Job and Internship Information
3/18/11

EVENTS

"The Power of Networking and Relationship Development"
Thursday, March 24, 2011
5:00am-6:00pm
University Banquet Hall at Aurora University
Pizza will be provided
RSVP by calling (630)-844-6870

Career Day
Saturday, April 9, 2011
12:00 p.m. to 3:00 p.m.
2501 W. Bradley Place in Chicago
Registration fee $5. For more information visit:
http://www.chicagoemmyonline.org/events

Southeastern Wisconsin Teacher Recruitment Fair
Saturday, April 16, 2011
8:00am for pre-registered applicants to check in
10:00am on-site registration
Cudahy High School
4950 S. Lake Dr.
Cudahy, WI 53110
$15 registration fee required. Anyone that is pre-registered will have more time with the districts. Pre-register at www.cesa1.k12.wi.us the deadline is April 6, 2011.

PART-TIME JOB OPENINGS

SKYHAWKS: Directors and Coaches positions are available both for week-long half-day programs and week-long full-day programs. Skyhawks assigns staff on a weekly basis. Staff who do an excellent job and perform well will work on a consistent basis. Staffing is based on a number of factors including number of sports staff can teach, flexibility in driving to different locations, and how well the staff are currently doing their job. Skyhawks is looking for sports-oriented individuals who are highly motivated, energetic people who enjoy working with children. Skyhawks requires staff to attend 2-3 training sessions. Trainings will be held in the evenings and weekends in May and June. Skyhawks requires Directors to be First Aid and CPR certified and Coaches to be First Aid Certified by the time you work your first camp. Certification classes are held at local hospitals, park and recreation departments, fire departments, Red Cross and other community resources. Staff must be at least 17 years old by June 1st.

HOW TO APPLY: If interested in working, please apply online at www.skyhawks.com
FOR ADDITIONAL INFORMATION, CONTACT: Max Andrews ---
mandrews@skyhawks.com
**FLINN SCIENTIFIC INC.** Located in Batavia and is now interviewing Graduating Seniors and current college students to help us through our busy summer season. As a leading distributor that sells science supplies to teachers, our company needs extra team members during the busy summer months. Recruiting 15-20 full time positions. Working in our clean, safe, and quiet warehouse!

Complete an application in person at:
Flinn Scientific Inc.
770 N. Raddant Road, Batavia, IL
8am – 5pm, M-F.

**DISC REPLAY VIDEO GAMES, MOVIES, & MUSIC** is now hiring part time sales associates. We are only seeking job candidates with some previous retail experience. Although we've been around for 15 years and have over 20 locations, you will appreciate the "non-corporate" work environment, great coworkers, good pay and more. At Disc Replay we buy and sell used Video Games, DVD's & CD's.

Job Duties: General Cashier & customer service work, buying & pricing merchandise.

Hours Needed: Weekends are a must! If you can’t work weekends - please do not apply. Shifts available: 1pm-9pm weekdays and various day/night hours on the weekends. We offer flexible hours and try to work around student’s schedule.

Hours of operation: M-F 10:00am-9:00pm Sat 9:30am-9:00pm Sun.11:00am-7:00pm
This is a permanent position - NO TEMPS OR SUMMER HELP PLEASE.

Please email your resume to thc99@comcast.net. YOU MUST RESPOND WITH YOUR DAYS/HOURS AVAILABLE TO WORK.
Disc Replay does extensive background investigations and pre employment drug testing. We are an Equal Opportunity Employer.

**MONTESSORI ACADEMY**'s learning environment is not contained within the physical limitations of four walls. Our beautiful campus, nestled in the midst of six wooded acres bounded by the Fox River, offers unlimited possibilities for exploration of the natural sciences and creative outdoor experiences.

**Job Title:** Soccer Camp Specialist

**Job Description:**
Candidates will lead a two-week camp teaching elementary students basic soccer techniques, positions, and rules. The summer camp will run from June 16th through June 17th, 2011.

**Requirements:**
Candidate must have an interest in physical education.
Candidate must have an interest in working with elementary students (1st through 6th grade).
Candidate must have knowledge of the following: attacking and defending, creating and using space, dribbling, shooting, and precision passing and other soccer skills and techniques.

**How to Apply:**
Please submit a resume, cover letter, and references to:
Kiea Houseton
Summer Camp Director
khouse41@sbcglobal.net
630-999-3588

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Job Title: Summer Camp Counselor
Job Description: We’re looking for an energetic, committed person to work for nine weeks this summer at our summer day camp, which runs from May 31st, 2011 to July 29th, 2011. Our camp is for first through sixth graders and has a heavy emphasis on ecology and nature. The successful applicant will have a love of the outdoors and a commitment to working with elementary age children.

Requirements:
Candidate must have an interest in outdoor education.
Candidate must have an interest in working with elementary students (1st through 6th grade).
Candidate may have knowledge of gardening, natural history, and/or local plant and animal life.

How to Apply:
Please submit resume, cover letter, and references to:
Kiea Houseton
Summer Camp Director
khouse41@sbcglobal.net
630-999-3588

FULL TIME JOB OPENINGS

FAN SERVICES REPRESENTATIVE JOB DESCRIPTION: the Fan Services Team has one goal: To ensure that the Chicago Bears fans’ gameday experience is the best in the NFL. Fan Services Team members provide Bears fans with a high level of customer service and assistance, and are committed to our “Fans First” attitude. The Fan Services Representative is a paid, part-time, gameday position.

For more information and to obtain an application, contact:
Melissa Werderitch
Chicago Bears, Fan Services Coordinator
Soldier Field, Gate 14
1410 S. Museum Campus Drive
Chicago, IL 60605
Phone: 847-739-5373
Fax: 312-235-7039
Melissa.Werderitch@Bears.NFL.net
HOME HELPERS: seeking outstanding people for our dedicated team of CareGivers! We help the elderly maintain their independence by providing, in home companionship and other non medical assistance. Duties may include light house cleaning, meal planning & preparation, assistance on errands and appointments, also daily living activities (bathing, dressing, hygiene, mobility etc). If you think you are right for the job, we are looking for full and part time, night time, weekend & LIVE INs Caregivers Needed in Oswego, Yorkville, Plano, Montgomery, Aurora, DeKalb, Sandwich, Hinckley, Geneva, North Aurora and surrounding communities. We have immediate openings and will interview ASAP. Please call today! Call our job hot line 1-866-637-3954 (24/7). Please leave a message and we will return your call.

SEASONAL MERCHANDISERS: A highly qualified company providing annual flowers to Home Depot stores, are looking for self-motivated, friendly people to assist in the merchandising of their product at your local Home Depot garden centers. Responsibilities include creating displays, condensing racks, singage, watering, and customer service. Merchandisers will be employed during growing season and can be full time or part time with flexible schedule although some weekend work is required. No experience is necessary. If interested, send a letter of interest to: annualflowers@gmail.com or gardenscout@yahoo.com

BOYSCOUTS of AMERICA seeking a Program Assistant Must be at least 21 years old. Background in youth work and/or youth development helpful. Minimum high school diploma or equivalent required. Scouting experience preferred. Bilingual Spanish speaking preferred. Employment subject to the completion and approval of the Boy Scouts of America adult application and clearance of police background check. Valid driver's license and good driving record required. Compensation: Amount: $10-12 per hour depending on experience. If Interested Contact: Ivan Correa 630-730-2725 ivan.correa@scouting.org

NANNY POSITION: Seeking for a dependable full-time nanny with two or more years of experience. I will pay $30 per hour. The working period is 40 hours per week. For more details email anawillys@gmail.com.

INTERNSHIP OPPORTUNITIES

FRONTIER MANAGEMENT GROUP: Frontier Management Group (FMG), a global, independently owned and operated event production firm is pleased to announce internship opportunities at our headquarters in Brookfield, IL. Our internship program entails extensive work in both of our companies (FMG Events and FMG Services) on a year-round basis. FMG Events, one of the largest diversified producers of live events in the world, designs, manages and executes over 400 events annually, providing high quality forms of specialized events and family entertainment to hundreds of thousands of fans each year. Interns will assist full and part time staff with day-to-day operations. Each intern will have the opportunity
to both gain experience and contribute in all event-related aspects within each of our Event Divisions including:

- Sporting Events
- Special Events
- Festivals
- Experiential Marketing
- Motor Sports & Action Sports
- Meeting & Conferences
- Airshows
- Concerts
- Galas & Fundraisers
- Conventions & Expos

Our Internship program is open to current students, recently graduated students as well as those looking for a career change. Anyone interested in pursuing a career within the Events industry are highly encouraged to apply. We offer part time (20 hours / week) or full time (40 hours / week) commitment options and although the program is not a paid internship, there are opportunities to earn income while working on site at FMG scheduled events. All interested applicants should mail, e-mail or fax a cover letter and resume to Carole Jo Fremouw at cfremouw@fmgevents.com

**2011 BULLS/SOX ACADEMY SUMMER SEMESTER GRAPHIC DESIGN INTERNSHIP:** Internship will run May 16-August 12, 2011

**Location:**
Bulls/Sox Training Academy  
6200 Riverbend Drive  
Lisle, IL 60532

**Responsibilities:**
- Assist Creative Director with design and production of Academy marketing collateral including: brochures, flyers, posters, signage, apparel and etc.
- Assist with event/in-house photography & videography
- Assist with website design and content management
- Assist with various promotional events
- Set up files for Prepress and production
- Perform additional marketing tasks as assigned

**Special Requirements :**
- Working knowledge of Adobe Photoshop, Illustrator, InDesign required
- Experience with Adobe Dreamweaver/html coding recommended but not required
- Must be able to work on a MAC platform

If you are interested in interviewing for this internship or have any questions in regards to this internship, please contact Rick Knipfer via email at: rknipfer@bullssoxacademy.com

**KELE&CO:** Looking for an intern for my direct sales company. We sell .925 sterling silver jewelry in home parties. I have about 85 reps across the country. I need help with shipping, inventory management, social media, marketing, organization, sales and customer service. I could really use two interns maybe three? We have been in business a couple years and are really starting to grow. I would love for someone to start now if possible! I am only about 2-3 miles from campus. This company is ran in my house so I need someone that is trust worthy. I also have a 2 year old so I need
someone safe for him to be around as well. Contact Kelly LeFevre at 630-340-4422 for office or 630-606-4068 cell

**OFFICE BUSINESS CENTER:** Office Business Center is seeking a tech savvy, self-motivated marketing and communications intern. Working with current staff, this intern will create a corporate presence on social media sites that complements our existing marketing plan. This intern would be responsible for identifying new social media marketing avenues, create a sustainable social media marketing plan, and professionally promote properties on YouTube and Flicker. This intern may also be responsible for researching and proposing new business development markets. If interested please send your cover letter and resume to georgia@farnsworthoffice.com or for more information call 630-585-1250.

Since 1993, Farnsworth Offices has provided office space and comprehensive services for small businesses in the Fox Valley. Our 56,000 square foot, six story office building, located two blocks south of the I-88 and Farnsworth Avenue/Kirk Road interchange in the East-West Corridor, has offices ranging in size from 110 square feet to 2,500 square feet. The lease rates are flexible and the services are designed to meet the needs of any individual business.

**SALES INTERNSHIP:** McCormick & Company, Inc., a world leader in the spice, flavor, & seasonings industry, is seeking a Sales Intern in its Central Region Office located at 28600 Bella Vista Parkway in Warrenville, Illinois. This will be a full-time 12 week internship from about mid May 2011 to mid August 2011. This intern will work Monday through Friday from 8:30 a.m. to 5:00 p.m. Note that this is a paid internship, but housing expenses will not be covered. The Sales Internship position will provide students the opportunity to learn about retail within the Consumer Packaged Goods (CPG) Industry. The intern will use market and customer data to help with planning, creating sales presentations and developing strategies. The intern will receive exposure to Pricing, Promotion, Placement and Product and observe the impact of these factors on sales. This student will receive hands on experience with the day-to-day activities within a regional sales office and will be directly responsible for analyzing data, developing presentations, and presenting market analysis reports as needed.

M-F, 8.30AM-5PM
28600 Bella Vista Parkway
Warrenville, Illinois 60555-0000

Apply online at www.mccormickcorporation.com JOB 23210.

**LEAFGUARD CHICAGO**

We are looking for reliable and dependable people to work on-site with our vendors, represent our company at trade shows/events, and be a part of our canvassing program. You will greet customers at COSTCO Stores and Home Shows and generate leads for a Free Estimate. Bonuses are given for sign up’s. The Canvassers is an outdoor position, and will be working on location of current installation projects. Bonuses will also be given for this position as well.
Compensation: This job pays $10 an hour plus additional commission per each set lead that turns into a sale or appointment. Earning potential is up to $30 an hour.

Requirements: Reliability and dependability are a must. Please have dependable transportation; be mature in personality and like working with people. This will require week day and weekend work. (Flexible hours available) You must have the ability to lift up to 30 lbs and stand for a few hours at a time. Chicagoland and Northwest Indiana residents are preferred.

Send resume to: danielle.fawcett@beldon.com

**LIBERTY MUTUAL**’s third largest business segment provides full lines of coverage for private passenger automobile, homeowners, valuable possessions and personal liability through its own sales force in more than 350 offices throughout the U.S., two direct response centers, appointed Prudential agents and the internet

Claims Specialist: a Liberty Mutual Claims Specialist, you’ll put your investigative and analytical skills to work. You will provide service to our policyholders by quickly and effectively resolving their claims. Rotations available in Warrenville, IL.

Responsibilities:
- Communicate with policyholders, witnesses, legal, and medical professionals
- Perform field investigations using the latest technology
- Collect and analyze details and data to draw sound conclusions
- Travel for catastrophe duty, and facilitate repairs of damaged property
- Participate in our training program to learn about the job and the company, and enhance your performance skills

Qualifications:
- Bachelors degree
- GPA of 3.5 or higher
- Strong interpersonal skills, both written and verbal
- Excellent analytical and organizational skills
- Demonstrated customer service and negotiation skills

To apply now, visit us online at www.LibertyMutualGroup.com/Lookinside, click on “Search Jobs” and enter into the Job Number field: 15599 or contact Kirk Kilker at Kirk.Kilker@libertymutual.com