



Job Code: 2IN

Organization: City of Evanston - Administrative Services

Job Title: Information Technology Aide

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 17, 18

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: \$15

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Inventory, Computer Deployments, I.T. Projects.

Tools/Materials Used in Job Duties: Screw Drivers and PC Toolkits

Desired Skills/Abilities: Computer/I.T. Knowledge, Problem Solving, Patience, Soft People Skills



Job Code: 18OF

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Office Assistant

Location: Fleetwood - Jourdain Community Center (1655 Foster St)

Age Eligibility: 16, 17, 18

Start Date: 6/14/2021

End Date: 8/20/2021

Pay Rate: \$8.50

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: As an Office Assistant, you will be asked to;

- File paperwork
- Scan Documents
- Fax Documents
- Greet visitors
- Answer phones
- Assist customers with needs and questions
- Enter data into Microsoft Word, Excel or Google Docs

Tools/Materials Used in Job Duties: - Computers/ Chromebook

- Printer
- Scanner
- Fax machine
- Basic office supplies

Desired Skills/Abilities: - Customer service

- Written Communication
- Verbal communication
- Attention to detail
- Technology
- Independent
- Organization
- Time- management



Job Code: 31RE

Organization: City of Evanston - Police

Job Title: Records Assistant

Location: Police Department

Age Eligibility: 16

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: data entry, scanning, filing, basic word processing,

Tools/Materials Used in Job Duties: computer

Desired Skills/Abilities: problem-solver, quick learner, motivated



Job Code: 11AR

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Arts Camp Assistant

Location: Noyes Cultural Arts Center (927 Noyes St)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: 8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 20-30

Description of Duties: Familiarity with office procedures, Microsoft Office Suite, Google Office, interface with staff and campers, manage arts supplies orders and inventories

Tools/Materials Used in Job Duties: Computer, office supplies

Desired Skills/Abilities: Strong communication and organizational skills. Able to multi task and deal with competing priorities in a fast paced environment. Must adhere to all City policies and procedures with maturity and professionalism. Childcare and visual/performing arts experience preferred since these are Arts Camps and familiarity with arts and performing materials is necessary.



Job Code: 44TE

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Temp Check/Food Distribution

Location: Levy Senior Center (300 Dodge Ave)

Age Eligibility: 16

Start Date: 6/8/2021

End Date: 8/13/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Greeting Visitors, Temp Check as well as food distribution

Tools/Materials Used in Job Duties: Possible Computer skills

Desired Skills/Abilities: Strong Customer Service Skills who can multiple task if needed



Job Code: 36PA

Organization: Family Focus Evanston

Job Title: Pantry/Closet Assistant

Location: 2010 Dewey Ave

Age Eligibility: 15, 16, 17, 18

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Regular inventory of pantry and closet, organizing closet, accepting donations, creating and updating electronic database, managing social media accounts, designing fundraisers. Should be interested in community service/relations, civic engagement and food insecurity.

Tools/Materials Used in Job Duties: Computers, hangers, racks, shelving, boxes.

Desired Skills/Abilities: Strong customer service and communication skills. Experience with spreadsheets and social media. Creative thinker. Team player.



Job Code: 47SU

Organization: City of Evanston - CMO

Job Title: Sustainability Projects Assistant

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 20-30, 30-37.5

Description of Duties: The Sustainability Projects Assistant will support projects that promote energy efficiency, recycling, composting, waste reduction, climate action and other topics that support the work of Evanston's Sustainability Office. This position will directly support implementation of the City's Climate Action and Resilience Plan (CARP). The position works out of the Evanston Civic Center, or remotely, and is primarily an office job. Some projects will require work assignments at other community centers, with business partners and at community festivals when in person gatherings are deemed safe.

Tools/Materials Used in Job Duties: Basic office supplies are the primary tools and materials required for this position. There may be occasional events or projects take place outdoors and for those close toed shoes will be required.

Desired Skills/Abilities: Applicants should have an interest in improving the quality of life in Evanston. A specific interest in climate change, sustainability and/or racial equity is desired. Ability to work independently and in an office setting is required. Ability to work in a team setting, share ideas and complete collaborative projects is desired. This position will work closely with Evanston's Sustainability Office summer interns, which include college students and recent graduates.



Job Code: 29OF

Organization: Camarano Accounting & Tax Services

Job Title: Office Assistant

Location: 1806 Dempster Ave.

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2021

End Date: 8/14/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 30-37.5

Description of Duties: Office Clerical Duties: filing, answering phones, research, scheduling, spreadsheet projects, greeting clients, decorating window, phone calls, taking orders, or requests.

Tools/Materials Used in Job Duties: Computers, basic office supplies, software programs, social media programs, Office 365

Desired Skills/Abilities: Seeking part-time or full-time employee who is creative, change agent, attention to detail, willingness to learn, confidentiality is mandatory, we will train, ability to focus and follow through on all projects, research capabilities, type 45 wpm, excellent writing capabilities, strong math skills, Office suite experience.

