

Internship Opportunities – Week Ending November 20, 2009

(Recently listed opportunities in blue.)

For more information regarding these openings, please contact
Shannon McKenzie, Internship Specialist at
internships@oakton.edu or 847-635-1404.
Visit us online at www.oakton.edu/internships.

ACCOUNTING/FINANCE/ECONOMICS

Accounting/Staff Assistant (PRP Wine International)

Pay: \$10/hour

Hours: 20 hours/weekly (either 10am-2pm, or 11 am to 3pm)

Location: Elk Grove Village

Intern will organize files, do accounting entries, maintain spreadsheets on excel, perform cost analysis, and assist with day to day duties. Intern should have good organizational skills and basic computer skills (and will be expected to use Microsoft Great Plains, Excel, and Word).

SALES/BUSINESS

Administrative Assistant/Registrar (American Orthopaedic Foot & Ankle Society)

Pay: \$9-12/hour

Hours: 20+ hrs a week

Location: Rosemont

The intern will be responsible for processing conference registrations and revenue; maintaining association management database; answering phones and other administrative duties as assigned. Candidates must have accurate typing and data entry; attention to detail a must; and experience with PC applications including database administration is desired, and Microsoft Office products (Excel, Outlook, PowerPoint, Word) is required.

Office Assistant (Access Benefit Solutions)

Pay: unpaid

Hours: 9-12 and/or 1-5pm

Location: Niles

Intern will be setting and verifying appointments.

Office Administrator (Diversified Entities)

Pay: \$10/hour

Hours: 30-40 hrs a week (8:00am-4:30pm)

Location: Melrose Park

Looking for an intern with computer knowledge to perform assigned office tasks, such as data entry, scanning, etc. Intern must have computer knowledge, especially of Microsoft Word and Excel.

Sales Trainee (Domestic Transport Solutions)

Pay: tbd

Hours: tbd

Location: Elk Grove Village

Intern will be responsible for soliciting new business from shippers, as well as source equipment from our 5,000 contracted carriers to accommodate each client's needs via truck, rail, ocean liner, and air cargo. The role is multi-functional, involving buying, selling, and customer service.

Operations Admin. Internship (Feldco Factory Direct)

Pay: \$10/hour

Hours: 25-30 hrs/week

Location: Des Plaines

Intern will complete a series of routine weekly and monthly tasks, special projects, and project management activities, such as ensuring customer deposits are completed accurately, processing money receipts for deposit transactions, completing phone calls, answering incoming calls, maintaining records, filing systems, computer files, and spreadsheets, implementing and enforcing the company's record retention policy. Interns will be expected to use MS Excel.

HR/Recruiting Interns (First Investors Corporation)

Pay: Unpaid

Hours: ?

Location: Libertyville

Seeking 4 HR interns for the Fall 2009 semester who will be involved in the entire interview process, which consists of 6 steps and a career profile assessment.

Sales Intern (The Mobility Shop)

Pay: \$10

Hours: 15 hrs/week (between hours of 8:30-4)

Location: Northbrook

Intern will conduct outbound sales calls to incoming leads. Candidates should have excellent phone selling and presentation skills and a positive personality.

Project Management/Sales Support (VHT)

Pay: UNPAID

Hours: flexible

Location: Des Plaines

This is an unpaid internship assisting with "Project Exposure" efforts, researching for commercial sales prospecting, contacting clients, assisting with viral marketing and email marketing efforts, and performing database updates. Intern will be expected to use Microsoft Office, and possibly HTML/Flash (will train).

MARKETING/ PR

Marketing/Design/IT Internship (HRO Consulting – Quality Inn, etc.)

Pay: \$9-13/hour

Hours: 16-20 hours weekly

Location: Elk Grove Village, IL

Intern will market hotels through current websites; monitor and adjust websites; design and implement web applications; work with social media outlets for marketing; and manage an email marketing program. Intern will be expected to use Photoshop, Adobe, html, and various other programs.

Event Advertising Coordinator (Skokie Park District)

Pay: \$10/hour

Hours: 8-12 hours weekly

Location: Skokie, IL

Intern will help to secure sponsors and advertisers for the 20th annual Skokie Festival of Cultures, a two day outdoor festival celebrating diversity. The ideal candidate will be studying marketing, advertising, business, or recreation, and will be outgoing, detail oriented, responsible, professional, and work well in a team and individual setting. Interns will be expected to use MS Word, Excel, and email.

Marketing Internship (Feldco Factory Direct)

Pay: \$8-10/hour

Hours: 20 hours weekly

Location: Des Plaines, IL

Intern will work with local media vendors and organizations to monitor, track and execute media placements and creative campaigns; will work events in Feldco markets; and will coordinate events, public relations efforts, community service and community sponsorships. Intern should be highly organized and have strong capabilities with MS applications (including PowerPoint and Excel).

Interactive Marketing (First Benefits Corporation)

Pay: \$10-20/hour

Hours: 10-20 hours weekly (between 9-4)

Location: Chicago (LaSalle St.)

Intern will serve as an interactive marketing specialist to assist with Search Engine Optimization and website recognition.

Catalog Development and Analysis (Bradford Group)

Pay: \$10/hour

Hours: 40 hours weekly

Location: Niles

Looking for an analytical and marketing-minded candidate with strong Excel skills to provide data entry and project support for the catalog marketing team. The intern will be responsible for reconfiguring and organizing an extensive Excel spreadsheet using advanced functions such as pivot tables; conducting square-inch analysis of catalog pages for pagination; analyzing new products based on test results and inventory restrictions; helping to manage catalog inventory against upcoming sales; updating bi-weekly sales reports, proof-reading catalogs; and various office projects (photocopying, filing, etc.) as needed.

Business Development (Taylor Rehabilitation and Wellness)

Pay: UNPAID

Hours: 10-20 hours weekly

Location: Chicago (W. Irving Park)

Intern will create, implement, and execute a successful marketing program that will increase new patient flow. Candidates should be familiar with sales, marketing, and Search Engine Optimization.

Marketing Coordinator (Colonial Life)

Pay: tbd/commission

Hours: 6 hours weekly; flexible

Location: Niles

Intern will develop creative marketing campaigns to increase market penetration in the Chicagoland area. Candidates should be familiar with Microsoft Office and Outlook.

Search Engine Marketing Intern (Actonia, Inc.)

Pay: UNPAID

Hours: 10-40 hours weekly

Location: Des Plaines

The intern will learn hands-on how companies are using search engines to market themselves online and learn everything they need to know to build and successfully run a search marketing campaign. Must be a self-starter with great English language skills, able to take on responsibility and manage processes as outlined, accurately. Good Microsoft Office skills a must. Experience with selling on eBay or Craig's List a big plus!

Web Analytics & Financial Analysis Intern (Actonia, Inc.)

Pay: UNPAID

Hours: 10-40 hours weekly

Location: Des Plaines

Intern will learn hands-on the process of compiling, structuring & analyzing web analytics and financial data to make accurate decisions on allocating marketing spend and ensuring profitable outcomes of online campaigns. Intern will work under the supervision of our Vice President and undertake various projects to help clients understand their marketing results better and will have the opportunity to present findings regularly to internal staff and external clients. Candidates should have a good head for numbers, strong Microsoft Excel, and experience with selling on eBay or Craig's List a big plus!

Internet Marketing Intern (Actonia, Inc.)

Pay: \$8-15/hour

Hours: 10-20 hours weekly

Location: Des Plaines

Intern will be responsible for creating a comprehensive marketing plan for a website, determining the resources needed to execute, and executing on the plan. They will be responsible also for tracking and updating on their efforts. Intern must be familiar with PCs, MS office, and Firefox email.

Marketing/Advertising Intern (Bruce Lawrence Promotions)

Pay: TBD

Hours: flexible

Location: Northbrook

Intern will utilize various graphic skills to produce and send e-blasts, make outside sales calls to new and existing clients, and do some invoicing, purchase orders, and sampling procedures for client base. Company is involved in providing integrated marketing to a niche market.

Web Marketer/Optimization Intern (Choice Furnishings)

Pay: \$9-12/hour

Hours: tbd (office hours are 9-4pm)

Location: Skokie

Intern will work with websites (currently being re-created) to increase visibility and optimization.

Government Affairs/Marketing Intern (Comcast)

Pay: \$12/hour

Hours: TBD, but will require evenings and weekends (June-October)

Location: Mt. Prospect

The intern will assist in planning execution of events and festivals, including correspondence, developing printed event materials, and on-site logistical and staffing support. Candidates must have valid drivers license and be skilled in Microsoft programs such as Word, Excel, and Outlook.

Marketing Intern (Dard Products)

Pay: \$9-12/hour

Hours: 20 hrs or more

Location: Evanston

Intern will design email ads and in-house marketing materials; write and submit press releases; help outside sales reps; research quotes from outside vendors; assist in updating excel spreadsheets and client databases; perform administrative work and filing; create special advertisement mailers; proof-read collateral materials; help with webdesk support; and other special projects. Candidates should have knowledge of PCs and graphic programs (including Microsoft and Adobe), be detail oriented, have superior written and oral communication skills, be proficient with research and record keeping, and be able to work with limited supervision.

Publicist (Kat-Dor Enterprises)

Pay: Stipend (tbd)

Hours: 4 hrs/weekly (flexible – on own time)

Location: Skokie (work can be done remotely)

Small start up business needs creation and distribution of press releases, development of content for Skokie.net website, and launch of a PR campaign within the beauty/barber trade industry. Candidates should have strong writing skills, and preferably media contacts.

Marketing and Graphic Artist (Premier Beauty Supply)

Pay: TBD

Hours: TBD

Location: Wheeling

Hair care product distributor looking to re-image company by updating website, logo, brochure, etc.

Candidates must be creative, and have strong marketing and computer skills.

Marketing, Technology, and Social Media Intern (Randolph Sterling, Inc.)

Pay: \$8-10/hour

Hours: 10-15 hours per week

Location: Mt. Prospect

Intern needed to implement various marketing initiatives such as assisting with the management and redevelopment of corporate website, development of corporate blog, reviewing and updating current print marketing, copywriting, and in managing a social marketing campaign (on Facebook, Twitter, and LinkedIn).

Marketing and Sales Intern (William Frick)

Pay: \$9-10/hour

Hours: 20 hrs/weekly (prefer 3 days a week, 8 hrs a day)

Location: Libertyville

Intern will support the sales and marketing staff by creating marketing copy, following-up on leads, performing analytics on marketing spend, and tracking ROI of the marketing budget. Advanced topics would cover: community building, social network advertising, and search engine marketing. Interns will be expected to use MS Word and Excel, and a graphics program like Illustrator or Photoshop. The ideal candidate would be majoring in marketing or related field, have a good writing style, comfortable phone skills, and be able to perform simple graphics manipulation. Beneficial skills would be familiarity with social networking, Internet market experience, and any sales experience.

Marketing Intern (William Frick)

Pay: \$10/hour

Hours: 20 hrs./week

Location: Libertyville

Intern will get a taste of multi-faceted marketing techniques and will have access to the best in class analytic and marketing tools. Candidates must have ability to write coherent and persuasive content and be familiar with Microsoft Word, Outlook, and Excel.

Intern (Wilmette Chamber of Commerce)

Pay: UNPAID

Hours: 10-20 hrs/weekly

Location: Wilmette

The intern will be active in all aspects of event planning and implementation, promotion, newsletter writing; creating and designing promotional materials, and some administrative work. Intern must be familiar with Microsoft Office applications, Word, Excel, and Publisher.

GRAPHIC DESIGN

Student Communication Specialist (Oakton's Student Activities/Student Services office)

Pay: \$8-9/hour

Hours: 15-20/weekly

Location: Des Plaines

Intern will create and maintain web pages for Student Activities program, train SAO staff on website updating, and provide a wide variety of materials and design for student organizations and Student Activities. Candidates must have experience with computer graphic design, layout, printing, preparation of camera-ready art, and web design, as well as desktop publishing, web design software, HTML and CSS (Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and Adobe Dreamweaver). This position requires that the employee be a self-starter because of limited supervision.

Graphic Design Intern (LifeGem)

Pay: \$9-15/hour

Hours: 5-20 hrs/weekly (between hours of 9am-5pm)

Location: Des Plaines

Intern will assist with marketing projects from concept to layout to production. Candidates must have confidence, creativity, and knowledge in PhotoShop, Quark, and other design programs.

Art/Graphic Design Intern (Publications International)

Pay: \$150/week

Hours: 21 hrs/weekly (3 days a week, 7 hrs a day, between M-F and 7:30-5pm)

Location: Lincolnwood

Intern would assist with art, design, and digital media. Intern must be a good communicator, team player, detail-orientated, and be able to use Adobe Illustrator, Photoshop, InDesign, and PC and Mac systems.

Marketing Graphics Intern (Total Marketing Associates)

Pay: \$10-12

Hours: 10-20 hours/week (potential for full-time, if good fit)

Location: Rolling Meadows

Intern will assist creative team with special assigned projects. Intern should be majoring in Graphic Design with skills in Illustrator, Quark, Photoshop, InDesign, Dreamweaver, Microsoft Office products, and Flash.

Web/Graphics Intern (Winco Enterprise)

Pay: TBA

Hours: TBA

Location: Arlington Heights

Seeking an intern with strong computer, web, or graphics skills. May lead to permanent position.

TECHNOLOGY

Web Developer/Site Administrator Intern (Actonia, Inc.)

Pay: \$8-15/hour

Hours: 10-40 hours weekly

Location: Des Plaines

Intern will be involved with building and administering a live site and help with the setup, configuration and administration of a network of 10 sites with another 5 in the works. Intern will work directly with our Vice President in outlining the priorities for administration and upkeep of each site and be able to explore and implement ideas with the help of our off-shore development team. This internship will provide experience in requirements analysis, requirements communication, project management, unit testing and tracking and measuring results. Candidates should have a background in web development or experience with web development, computer programming or server administration.

Internet Network Support Specialist (Atmosphere Communications)

Pay: UNPAID

Hours: 32 hrs/week; 8 hour shifts

Location: Evanston

Unpaid internship offering wireless Internet support. Must have experience with Internet networking and PC/MAC troubleshooting.

Network and Computer Support Technician (Borderless Communications)

Pay: \$9-12/hour

Hours: 10-20 hrs/weekly

Location:

Intern will install phone systems, and provide network and computer support. Intern must know Cisco or Microsoft Networking.

Network Specialist/Help Desk (George Jon)

Pay: \$10-15

Hours: 32 hrs/weekly

Location: Chicago (Fulton St.)

Intern will assist with network setups, software configurations, network monitoring, new product development, and hosting and server managing services. Candidates should be familiar with Microsoft Server (2003/2008), LAN/WAN setups, Firewalls, Microsoft Office and XP/Vista, and Sonicwall.

IT/ Programming Intern (LifeGem)

Pay: \$9-15/hour

Hours: 5-20 hrs/weekly (between hours of 9am-5pm)

Location: Des Plaines

Seeking an intern fluent and reliable in programming language Visual Basic and ASP.Net to do web/internet programming.

Search Engine Optimization Assistant (Myfitbrain, LLC)

Pay: \$10

Hours: 10 hrs/weekly, for 12 weeks

Location: Glenview

Intern will examine the Myfitbrain website and Wordpress blog, perform internet research, make recommendations to improve the Google and similar search engine's rankings, and evaluate the performance of any improvements implemented. The intern will be expected to use Google Analytics and similar internet based tools.

Information Systems Intern (NorthShore University HealthSystem)

Pay: \$11/hour

Hours: 15-20 hrs/weekly (between hours of 8-4:30pm); open to 40/hrs depending on student interest

Location: Skokie

The intern will assist the IS department in accomplishing short-term projects. One position will be working on an Exchange project, and will require the student to use MS Office suite, Windows Server Operating Systems, and Active Directory. Another position will have the intern use Oracle, Unix, MS Office Suite, and possibly MW SQL Server.

Website Developer (Solid Business Performance Consulting)

Pay: \$9

Hours: 20 hrs/weekly (4 weeks with potential for additional work)

Location: Glenview

Intern will be implementing website user interface and database infrastructure for a client and will be responsible for supporting the development of project dataflow diagram; advising optimal user interface layout, graphics and design; building user interface, database, intermediary communication and transaction scripts; and testing and updating system. Candidates will be expected to use ActionScript, jQuery, MySQL, PHP, Adobe Flash, MS Excel, and MS Visio.

PHP/MySQL Programmer (Video Sells Your Biz)

Pay: \$10

Hours: 10-20 hrs./week

Location: Glen Ellyn (with ability to work remotely)

Intern will construct site database, program events listings page, and clean up CSS if needed. Skills and experience in PHP/MySQL a must, and experience with Javascript and Dreamweaver preferred.

MANUFACTURING/ENGINEERING/CAD/ARCHITECTURE/ETC.

Pro-E Draftsperson/Technical Data Entry Intern (Juno Lighting)

Pay: \$15/hour

Hours: 30-40 hrs/weekly (between hours of 8:30-5)

Location: Des Plaines

Intern will spend ½ of their time creating Pro-E CAD drawings, and the other ½ will be spend updating and formatting data in a technical database. Candidates should be proficient in Pro-E CAD software, and be detail-orientated and precise.

JOURANALISM/COMMUNICATIONS/ ARTS/THEATRE

eMarketing Copy Intern (Bradford Group)

Pay: \$10/hour

Hours: 40 hours weekly

Location: Niles

Intern will generate copy for product descriptions, prepare copy for website, enter product job tickets, proof read and edit copy, and gather product information by researching a database. Candidates should be experienced with MS Word and Excel, and have excellent word processing skills, and be familiar with proofreading marks.

Marketing/Administrative Intern (Centre East, Inc)

Pay: UNPAID

Hours: 6-20 hours/week

Location: Skokie

Performing arts administration position; intern will update website, send e-blasts, etc. See Internship Specialist for more information.

Development Intern (Centre East, Inc)

Pay: UNPAID

Hours: 6-20 hours/week

Location: Skokie

Performing arts administration position; intern will meet donors, research grants, etc. See Internship Specialist for more information.

Artist and Patron Relations Intern (Centre East, Inc)

Pay: UNPAID

Hours: 6-20 hours/week

Location: Skokie

Performing arts administration position; intern will take care of patrons, etc. See Internship Specialist for more information.

Production Assistant (New Bronze Age Tile)

Pay: UNPAID

Hours: 6-20 hours/week

Location: Wheeling

Unpaid Internship assisting in all aspect of tile production in the studio: packaging, boxing, shipping of tiles, small business office operations, and runs to foundries in Chicago (car required, mileage paid). Candidate should be an Art major and be prompt, reliable, and have excellent communication and attention to detail skills.

Acquisitions Intern (Publications International)

Pay: \$8/hour

Hours: 15-20 hrs/week

Location: Morton Grove

The intern will be responsible for a wide variety of publishing project management and clerical duties including researching authors and images, following up on permission requests, and updating the company database. We are seeking English, History, Journalism, Communications, or related majors with an interest in learning about the world of publishing as a possible career choice. Candidates must be professional, have great communication skills, and be highly organized. Intern will be expected to use Word, Excel, FileMaker Pro, and Lotus Notes.

Creative Copywriting Intern (Hammacher Schlemmer)

Pay: Unpaid

Hours: approx. 10-15 hours/weekly

Location: Niles

Unpaid internship writing and editing articles for employee newsletter, updating copy database, collecting data for tracking and measuring key metrics, writing product copy for catalog and website, and writing product copy for alternative media, such as SkyMall magazine, and press releases.

BROADCAST/MEDIA

Production Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern will research current events, assist with studio and field shoots, assist at sporting events, log field footage, write copy and perform other administrative tasks. Interns are required to attend all live sporting events that occur on the weekends.

Programming Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern will create weekly program schedule, update database, organize contract and department files, and disseminate information to the traffic department.

Promotion Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Interns will organize and update press for contact information, send press releases, compile contest data, organize and analyze advertising, work with vendors and media pres, and participate at events for station and client promotion.

Financial News Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern will assist in production of morning business show, including segment producing, field producing, writing, research, updating web site, and logging tape. A working knowledge of the financial markets and business is helpful.

Sales Research Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern will research potential companies for sponsorship, research information to enhance sales pitches, and research other media outlets that sell sponsorship packages. Interns will also attend appearances, prepare sales tale, prepare PowerPoint presentations, and proof and file sales contracts.

On-Air Promotion Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Interns will write creative copy for promos and voice-overs and observe the overall on-air promotional process from concept to broadcast.

Children's Programming/Production (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern should have a strong interest in early education grades 1-2, strong writing, research and communication skills, and an interest in literacy.

Web Intern (WCIU)

Pay: Unpaid (and must receive college credit)

Hours: approx. 20 hours/weekly; minimum 16 weeks

Location: Chicago

Intern will include assisting producers in all aspects of production including pre-production, field production, and post-production editing.

Promotions Intern (94.7 WLS-FM)

Unpaid internship. Intern must be available to work a variable 15-20 hours a week, including nights, weekends at events, and during the week. Intern will coordinate and work onsite events, manage the prize closet, etc. See Internship Specialist for more details.

Overnight Media Intern (WIND 560 AM)

Unpaid internship. Intern needed for overnight show (12-4:00 am) in Elk Grove Village to answer calls, research topics, greet and prepare guests, and read papers and surf the net. See Internship Specialist for more details.

Media Interns (93 XRT)

Unpaid Internship. WXRT-FM is looking for winter/spring Interns to be closely involved in all integral areas of a radio station, including Marketing and Promotions, Interactive, Sales, Production, and Programming.

Promotions Intern (101.9 The Mix)

Unpaid Internship learning the general functions of the Promotions Department of a radio station. For more information, see www.wtmx.com or see the Internship Specialist.

Sales Intern (101.9 The Mix)

Unpaid Internship responsible for assisting sales staff in special projects, updating client database, conducting and compiling research into useful sales resources, coordinating mass mailings and general administrative duties. For more information, see www.wtmx.com or see the Internship Specialist.

Sales Intern (97.1 The Drive)

Unpaid Internship responsible for assisting sales staff in special projects, updating client database, implementing web and streaming sales initiatives, conducting and compiling research into useful sales resources, coordinating mass mailings, coordinating prize fulfillments and contest entries, assisting in the creation of client proposals and recaps and general administrative duties. For more information, see www.wdrv.com or see the Internship Specialist.

Production Intern (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. Intern will research and interview prospective guests, research show topics via phone and Internet, be involved in all show day procedures, and work with guests on the show. Intern must be available at least 3 days a week and have the career goal of a television producer.

Universal Intern (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. This internship only requires 2 days a week and intern would work in a variety of departments, including research, audience, and production.

Technical Intern (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. Intern will develop show run downs, log tape, work in control room and backstage during taping, catalogue and retrieve archived shows, and perform office and clerical work. Intern must be available to work each and every show day (Monday, Tuesday, and Wednesday), have knowledge of Microsoft Word and Excel, and have a drive to succeed in the Television Industry.

NON-PROFIT/HUMAN SERVICES

Development Intern (North Shore United Way)

Pay: UNPAID

Hours: 20-25

Location: Northbrook

Unpaid internship researching grants and foundations, preparing materials and information for campaigns, and researching new local business opportunities.

Team Challenge Development Assistant (Crohn's & Colitis Foundation of America)

Unpaid Internship assisting with new endurance/fundraising program that trains participants to complete a half-marathon while raising money for the foundation.

Erickson Retirement Community

Unpaid internship opportunities in many disciplines (including marketing, finance, human resources, dining services, residential live, information technology, fitness/wellness, business administration, medical/healthcare, ministry, and security) at Monarch Landing in Naperville, an Erickson Retirement Community.

Hadassah Chicago Chapter

Unpaid internship in Skokie. Several positions available, such as fundraising, membership outreach, education, programming, and advocacy. Seeking students available at least 3 days a week for three or more months who are interested in the non-profit field. Application information available through the Internship Specialist.

Career Services Intern (Wings, Inc.)

Unpaid internship; WINGS is a non-profit social service agency that serves women and their children who are victims of domestic violence and/or are homeless. Intern will assist clients in securing and maintaining employment approximately two to three hours pre week (some evenings and an occasional Saturday may be necessary). A six-month commitment is required.

POLITICAL/LEGAL/GOVERNMENT

Government Affairs Internship (Illinois Association of Realtors)

Pay: Unpaid

Hours: minimum of 8-10 hrs/week for 3 months

Location: Northbrook

Unpaid internship providing an opportunity to gain lobbying and public policy experience. The intern will assist with public policy research and development, political organizing, member outreach, and other tasks as assigned.

Outreach and Development Intern (Friends of Carol Javens)

Pay: Unpaid

Hours: Flexible

Location: Arlington Heights

Unpaid Internship assisting with letter writing, mail preparation, computer work, event planning, telephone calling, and door to door canvassing for the Democratic candidate for State Representative in the 53rd District.

Campaign Intern (Friends of Aurora Austriaco)

Pay: Unpaid

Hours: Flexible; 8 hours/week

Location: Park Ridge

Unpaid Internship assisting general office with mailings, data entry, outreach to voters through phone calling and face-to-face contact, and helping with setting up campaign events and activities for the Democratic candidate for State Representative in the 65th District.

Legislative Internship (Illinois State Senator Dan Kotowski)

Unpaid Internship; Great opportunity for a college student who is interested in politics, law, criminal justice, and research to intern in the State Legislative office for Illinois State Senator in the 33rd District, in Mount Prospect, IL. (<http://www.senatorkotowski.com>). Intern will: Answer busy telephones and screen calls; Provide constituent services; Interact with other government agencies-federal, state, city and county; Maintain legislative database and create mail mergers; Organize events for residents of the 33rd District; and Other duties as assigned. Skills preferred: Knowledge of how the government functions; Microsoft Office skills; Excellent writing; Internet Research and Web Maintenance.

Congressional Intern (Congresswoman Janice Schakowsky)

Unpaid Internship; for further information, please contact the Internship Specialist.