

## Internship Opportunities – June 17, 2021

*(Recently listed opportunities in blue.)*

**IN ORDER TO BE CONSIDERED FOR ANY OF THESE POSITIONS, YOU MUST FIRST APPLY TO OAKTON'S INTERNSHIP PROGRAM.**

For more information, please visit us online at [www.oakton.edu/internships](http://www.oakton.edu/internships).

Instructions on how to apply are on the “Student Information” sub-page linked on the left.

You may also contact the Internship Specialist at [internships@oakton.edu](mailto:internships@oakton.edu) or 847-376-7165.

### ACCOUNTING/FINANCE/ECONOMICS

#### **Financial Advisor** (Northwestern Mutual)

**Pay:**

**Hours:** 10+ hours/week (May 3-Nov 1, 2021 with full-time opportunities)

**Location:** Downers Grove

The intern will: handle case notes, process correspondence and maintain client case files; file new statements, account forms and other insurance/investment-related materials; maintain financial representative's calendar and schedule follow-up appointment; answer telephone calls and direct them as appropriate; process client/prospect reservations for marketing events such as seminars and assist in preparation of seminar materials and event mailings; maintain supplies of current insurance/investment-related marketing materials; input data, print proposals and gather information at direction of financial representative in preparation for client/prospect meeting; contact clients to set up follow-up meetings with representative; contact clients to confirm receipt of forms or request return of completed forms; and maintain current client information for all product lines. Candidates should have experience in administrative support or customer service, preferably in the financial services and/or insurance industry, have excellent oral and written communication skills; familiarity with Microsoft applications and data entry and information retrieval software; demonstrated organizational and time management skills and ability to multitask, set priorities and meet deadlines; strong attention to detail with the ability to work with a high degree of accuracy; ability to work in a fast-paced environment; ability to work both independently and on a team; and the ability to maintain confidentiality.

#### **Transaction Processing Controls and Coordination** (Elevate Packaging Solutions)

**Pay:** \$12/hr

**Hours:** 20 hours/week (16 weeks long; April 15, 2021 start or soon after)

**Location:** Chicago (W. Fulton St)

The intern will learn the transaction processes in the business, develop a system to track the list of transaction processing needed, and make the processing more efficient and implement controls to ensure accurate processing, accounting and cost management. This is a great role for someone who wants to be a Controller or Accounting Manager in an entrepreneurial business that needs strong controls to manage the costs and accounting of varied types of business transactions. Preferred field of study/major and skill sets: Managerial accounting - cost accounting; Managerial controls; Management information systems. Training opportunities provided: Standard vs. actual cost accounting; Efficient transaction processing and associated accounting; Closing the books and month-end journal entries; and using POs, Bills, Invoices as key business controls and contractual arrangements. Educational/learning opportunities provided: How to operate as an accounting leader within a highly entrepreneurial and fast-past company; How to achieve both financial and social impacts; and How to ask great questions from the accounting department in a way that feels great as a partner to the rest of the organization. Benefits available outside intern's assigned job duties: Mentoring through weekly one-on-ones for professional and personal development; Attend social impact meetings with CEO and Founder; and Learn about how composting and compostable packaging can renew our planet.

#### **Bookkeeper** (inFocus Payroll)

**Pay:** \$15-20/hr

**Hours:** 10-20 hours/week (8-16 weeks long; ASAP start)

**Location:** Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

**College Financial Representative** (Northwestern Mutual Financial)**Pay:** Stipend and commission (total compensation up to \$3,000)**Hours:** 35 hours/week (10 weeks long; summer position begins 5/15/21)**Location:** Deerfield

The intern will: network and prospect to develop rapport with clients and foster long-term relationships; work with full time financial representatives to help clients achieve and maintain financial security; attend award winning initial and on-going training, mentoring & coaching; become knowledgeable about Northwestern Mutual products and financial market trends; financial support for professional designations and certifications, starting with your license in Risk Management with the opportunity to fulfill the Series 6 & 63 licenses and CFP® certification which will boost your career from Financial Representative intern to Financial Advisor. Career opportunities available upon graduation. Preferred field of study/major and skill sets: Finance, Business, Accounting, Entrepreneurship, Business Administration, Marketing, Management, Hospitality, Public Relations, and Networking. Training opportunities provided: A full week of training provided prior to start date, and daily touchpoints and mentoring sessions. Educational/learning opportunities provided: A culture that promotes diversity, teamwork, work/life balance, recognition and rewards. The opportunity to design your road map to leadership and specialized roles. Leading industry products and solutions built on an integrated technology platform. A rewarding career, with extraordinary income potential and a variable compensation model, including recognition and bonuses, where hard work directly relates to your results. Benefits available outside intern's assigned job duties: Transferable skills including networking, financial planning, consultative sales, mentoring, learning seminars, and fun opportunities. Software/equipment expected to use. Is training provided: Personal laptop or cell phone is recommended.

**General Accounting Associate** (Magnum Insurance)**Pay:** \$12.50/hr**Hours:** 20 hours/week**Location:** Des Plaines

The intern will assist with Data Analysis, Forecasting, Customer reconciliations. Customer Activity Review, and Insurance Carrier reconciliations. Candidates should be proficient in Microsoft Office and Excel. Spanish Speaking preferred. Training opportunities provided in: Accounting, Insurance Licensing (optional), Insurance Industry knowledge, And Salesforce CRM. Opportunity for full time hire after 16 weeks.

**Accounting Assistant** (Law Offices of Virginia Prihoda)**Pay:** \$13/hr**Hours:** 16- 20 hours/week**Location:** Chicago (Oakley)

The intern will assist with preparation and filing of legal documents related to real estate transactions, tax returns, forensic accounting projects and miscellaneous administrative activities. Candidates should have familiarity with word processing programs and Excel spreadsheet programs. We are looking for a self-starter with problem solving skills.

**BUSINESS/SALES****Medical Receptionist and Front Desk worker** (North Shore Center for Medical Aesthetics)**Pay:** TBD**Hours:** 10-12 hours/week (Tues and Thurs 5pm-close and Saturdays; 16 weeks long)**Location:** Northbrook

The intern will be responsible for checking in and checking out patients, scheduling appointments and taking payments. The intern will be trained on proper patient and office skills and have exposure and possible shadowing in a medical office. We are seeking a mature individual who is personable, patient and trust worthy. They are the first line of contact in our practice. We will provide training by shadowing and hands on experience with our staff in the position. Candidate will have shadowing opportunities if interested in other areas of the practice candidate could shadow. Candidate will be exposed to how a medical office functions from an administrative perspective and if interested in a clinical exposure will make a shadowing opportunity available. Mentoring and reference from Physicians and Office Manager of a medical office will be available and our medical software for scheduling patients will be explained during training.

**Customer Support** (inFocus Payroll)**Pay:** \$15-20/hr**Hours:** 10-20 hours/week (8-16 weeks long; ASAP start)

**Location:** Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

**Administrative Assistant** (inFocus Payroll)**Pay:** \$15-20/hr**Hours:** 10-20 hours/week (8-16 weeks long; ASAP start)**Location:** Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

**Business Administration Intern** (Siding & Windows Group)**Pay:** \$12/hr negotiable**Hours:** 15 hrs a week**Location:** Glenview

Job description TBA

**Sales Intern** (Bearings and Industrial Supply)**Pay:** \$9-11/hr negotiable**Hours:** 20-30 hrs a week**Location:** Addison

Family owned Industrial Distribution Company looking for inside/outside sales executive. Our Sales Executive professionally represents the Company to our customers with the product knowledge and skills to provide them the best customer service. Individual should be able to adapt to change and customers' needs and thrive working in fast paced environment. Responsibilities include: Demonstration of product knowledge; Provide customers with good quality service and communication; Develop and manage relationships with customers; Professional, Punctual, Reliable, Very Organized, Detailed Oriented and Focused; Ability to work in fast pace, growing, and team environment; Respond to customer inquiries, provide quotes and take customer orders; Order and source products; Negotiate sale and purchase prices; Proactively generate sales and promote Company products; Expedite backorders; Assist with customer returns; Interact with customers and suppliers to obtain and fill orders correctly; and Troubleshoot customer concerns.

**Management Development Program Intern** (Supply & Equipment Foodservice Alliance)**Pay:** \$12-20/hr depending on skill level**Hours:** 20-40 hrs a week**Location:** Schaumburg

We currently have an open position for an intern who'd love to learn about our industry, join in some very exciting work, aspire to take on future leadership roles, and work on challenging projects that will foster innovative and creative thinking. The Management Development Program Intern will participate in a wide variety of work and will collaborate with all company stakeholders. This position will report to the Chief Operating Officer. Here are the Qualifications: excellent written and verbal communications skills, solid computer skills, including expert knowledge of Excel, ability to work collaboratively across teams and levels of management, ability to prioritize and think proactively, proven history of balancing work, extra-curriculars and school with a positive outcome; be personally motivated; strong attention to detail with excellent organizational skills and time management; effective at managing multiple tasks; curiosity and a willingness to learn; and be a committed and accountable team player. SEFA is a company big enough for you to become an influential team leader and small enough for you to find your passion. This internship may result in long term employment. This is a paid internship.

**E-Commerce Analyst** (Superior Brands)**Pay:** \$11-12/hour**Hours:** 12 hrs/week (11-3pm)**Location:** Bensenville

This position will assist with key entry of products into e-tailer websites and track and process orders from these sites. Candidates should be interested in Marketing with an emphasis on website building skills. Interns will be trained in analysis of e-commerce selling and Amazon, Wayfair, Home Depot selling and product entry. Candidates should have basic computer skills, familiarity with Amazon product entry, Amazon

key words/key phrases, Wayfair and Home Depot product entry a plus. All duties can and will be trained, if necessary.

**Sales Intern** (Prime Telecommunications)

**Pay:** \$11/hour

**Hours:** 10 hrs/week (flexible between 9-5; 16 weeks)

**Location:** Skokie

The intern will prepare for, attend, and actively participate in weekly sales meetings and actively participate in sales and product training to learn sales strategies and the technology that we offer customers. The intern will conduct market research to develop prospecting lists for marketing process, update CRM with customer and prospect information, and measure analytics for response rates. The ideal candidate will be a Business, Marketing, Sales, or Entrepreneurial major looking to get hands on experience. The ideal candidate will possess strong communication skills, an entrepreneurial mindset, positive attitude, eagerness to learn, strong organizational skills, and the ability to work independently.

**Call Center Director's Assistant/Recruiter** (Accurate Data Marketing)

**Pay:** \$11/hour

**Hours:** 15-20, sometimes up to 30 hrs/week (10am-3pm or 1pm- closing, 5-7:30pm)

**Location:** Glenview

The intern will recruit participants for market research studies, answer phones, perform data entry, and re-screen previously recruited participants.

## **GRAPHIC DESIGN/PHOTOGRAPHY**

**Graphic Designer** (The UPS Store)

**Pay:** \$9-11/hour

**Hours:** 4-15 hours per week (evenings and weekends; 8-16 weeks)

**Location:** Bensenville

We seek a motivated and creative intern that is willing to bring their skills and can-do spirit and apply them to a real work environment. Intern will work on a variety of design and marketing projects using Adobe Suite Creative Cloud Apps and Yext-Search Engine Optimization platforms. The ideal candidate: must be customer service oriented and possess a genuine desire to deliver a superior finished product. Intern will leave with valuable knowledge and experience gained and have a good understanding of working with customers to produce desired work. Possibility of permanent employment.

**eCommerce and Design Intern** (Lindemann Chimney & Fireplace)

**Pay:** \$15-17/hour

**Hours:** up to 40 hours per week (between M-F, 8am-5pm; start May 2021)

**Location:** Lake Bluff

Home to nearly 100 of the industry's most passionate, fun, driven and creative employees, Lindemann Chimney is looking for a talented and driven candidate that can bring excitement and unmistakable energy to our team every day. We're looking for a summer intern to help with an expanding project within our eCommerce division. The right candidate requires some photography experience & design. Familiarity with product lighting and placement a plus. Tasks include moving, lifting, arranging items within our inventory for an ongoing update to our website photos, assisting the Creative Director with various assignments, and assisting the eCommerce Manager with various assignments. Key Responsibilities: Operate in-house photo studio to create high quality product photos; Edit photos postproduction inside Photoshop, inDesign, and other programs, as necessary; Write high-quality product descriptions while capturing product specific metrics such as dimensions, weight, and material type as necessary; Research new technologies that allow for accelerated e-Commerce growth; and Assist with day-to-day tasks related to photography, design, ecommerce. Desired Skills & Experience: 1-2 years of experience in still life, product, or portrait photography preferred; Knowledge and proficiency in Photography, Adobe Photoshop; Knowledge in Adobe Premiere Pro and inDesign a plus; Entrepreneurial spirit and drive to continually learn and improve; Strong communication, and organizational skills; Understanding of digital marketing, social marketing, media, and production; Familiarity with studio lighting, basics of digital camera operations like aperture and exposure settings and basic color correction and Photoshop file formats like tifs and psds; and Understanding of multi-divisional brands and companies, and the ability to work within multiple divisions, and with numerous product lines.

**Marketing and Graphic Design Intern** (Focus Training)

**Pay:** TBD

**Hours:** 10-15 hours per week (remote)

**Location:** Milwaukee

Interns are responsible for assisting in design and marketing efforts within the professional and educational markets of FOCUS Training. They will work alongside the shared services team to ensure successful completion of projects and responsibilities. Internship Benefits and Objectives: This internship is designed to create a positive work experience with challenging objectives consistent with the interns' career goals and current level of education. Interns can expect to leave their internship with an applied knowledge of marketing implementation and the fundamentals of a small business operation. The position can be utilized for college credit. Job overview: Write and design marketing and promotional materials utilizing Adobe Suite and/or Canva; assist on various graphic design tasks for existing and potential clients; develop, maintain, and implement social media strategy utilizing Hootsuite (social media scheduling platform); and complete special projects as needed. The Ideal Candidate: available 10-15 hours per week; working knowledge of Adobe InDesign, Photoshop and Illustrator; preference for bilingual candidates, but not required; pursuing/has a degree in Graphic Design, Marketing, Communications, Public Relations, or an equivalent field; quick learner; strong organizational skills; detail-oriented with excellent follow through; creative problem solver; ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned responsibility; ability to multi-task with great time management skills; and team player who is comfortable contributing new ideas and concepts. Applicants will need to include 3 design samples.

### **Digital Marketing Intern/ Graphic Designer Internship (JRS MarCom)**

**Pay:** \$12/hour

**Hours:** 12-15 hours per week (12 weeks)

**Location:** Arlington Heights (hybrid of remote and in-person)

JRS MarCom is looking for a Digital Marketing Intern to monitor and contribute to our clients' internet presence. The ideal applicant will possess strong knowledge of the digital media landscape, including various social media sites. The successful candidate will be responsible for monitoring and posting on client blogs and social networks, engaging in online forums, and participating in online outreach and promotion. Projects may also include contributing to website redesign projects, optimizing our clients' websites and conducting keyword analysis. Duties include: work with the Social Media Manager to create and implement campaigns, develop content calendars on a weekly and monthly basis for each assigned Client; monitor analytics with Social Media Manager and Technical SEO Manager to identify viable ideas for digital marketing campaigns and website updates; develop and write marketing content to be deployed across clients' social media and pay-per-click channels, create and post engaging blog content; assist in distribution of press releases and monitoring of media alerts; and provide support at live and online events. The preferred candidate will have the following abilities: Experience and/or education in social media/marketing (current Communication or Marketing students preferred); in-depth working knowledge of Facebook, Twitter, Instagram, YouTube, Pinterest and Google; excellent oral and written communication skills; experience with social media analytics, including Google Analytics and Facebook Insights a plus; basic knowledge of Photoshop; and impeccable organizational skills, with an ability to work independently and prioritize time-sensitive assignments. Intern must have laptop capable of hosting the software necessary for executing the work (Hootsuite, adobe creative suite, Microsoft Office, Gmail).

### **Video Editor (JRS MarCom)**

**Pay:** TBD. Approx. \$12/hour

**Hours:** TBD. Approx. 12-15 hours per week (12 weeks)

**Location:** Arlington Heights (hybrid of remote and in-person)

This position will compile raw footage and edit together according to storyboard/script; communicate with Producer for guidance on overall goal/vision of the project; consult with Producer on additional graphics or effects, and insert as needed; consult with Producer on appropriate music and/or sound effects and add as needed; monitor audio and video levels for effective use in any and all digital formats and social media platforms; make adjustments as needed, deferring to Producer if major adjustments are necessary; and master final product, upon Producer and Client approval.

### **Videographer (JRS MarCom)**

**Pay:** TBD. Approx. \$12/hour

**Hours:** TBD. Approx. 12-15 hours per week (12 weeks)

**Location:** Arlington Heights (hybrid of remote and in-person)

This position will provide and operate digital video camera for location video recording; follow storyboard/shot list/script with an understanding of the goals of the final project; transport and setup

production equipment, including audio and lighting equipment as needed; monitor proper audio and video levels for post-production; log video for post-production editing; make adjustments (i.e., angles, locations, etc.) as necessary; and work with client onsite and give direction to on-camera talent as needed.

## **INFORMATION TECHNOLOGY**

### **IT Intern (Allera)**

**Pay:** \$13/hr

**Hours:** up to 40 hours/week (flexible; up to 25 weeks)

**Location:** Deerfield

The intern will assist with setting up VPN connections for remote employees, mobile device enrollment and setup, and email accounts and Outlook profiles; assist with Tier1 Help Desk tickets and miscellaneous support requests; follow up with end users; and assist with special projects as needed. Candidates should be currently Enrolled in or completed a 2 year or 4 year IT program; have firm knowledge of Windows Operating systems; possess basic understanding of Microsoft Active Directory and Microsoft Office Suites; have an understanding and setup of mobile devices and basic computer networking concepts; have desktop and laptop troubleshooting skills; have experience with software installations and setup; have strong documentation skills and strong communication skills both in person and over the phone; and the ability to lift 25 lb. + equipment.

### **CMDS Intern (Corptax)**

**Pay:** \$10-20/hr

**Hours:** 10-16 hrs/week (12 weeks; Spring/Summer 2021)

**Location:** Buffalo Grove

CSC Corptax provides technology-based tax solutions to clients across the globe, making us a trusted tax software partner to many of the most nationally and internationally recognized businesses. The intern will assist with software coding, corporate tax compliance research, Software Quality Assurance Testing, Project Management, customer interactions, team projects, and presentations and business tools experience. Experience what it is like to be part of a team that helps drive our software and enables our customers to use our software with confidence. Successful Interns of our Content Management and Design (CMDS) Team should have a passion for technology, collaboration, and creative problem solving. The CMDS Intern will actively contribute to meaningful projects and work closely with a mentor and with senior leadership. The CMDS Internship is a 12-week program that requires around 16 hours of work each week. Our program focuses on providing individuals with an opportunity to experience working in a corporate software development environment. CMDS Interns will gain exposure to a wide range of activities and experiences useful for future potential careers in information technology, computer systems, accounting and financial industries. Specific project work will vary depending upon the time of year and the most critical needs of Corptax at the time of the internship program. Candidates could be studying: Software Development, Engineering, Finance, Accounting, or Technology. Candidates should have proficiency with Microsoft Applications (e.g. Excel, Word, PowerPoint, Outlook, etc.) and other software packages (e.g. C#, .NET, JavaScript, HTML, Python, CSS, SQL, etc.), experience managing project(s) to successful completion, and demonstrable initiative and drive for success. Benefits include networking, mentoring, recommendations, and possible employment opportunities. The intern will be expected to use MS Office Suite, as well as internal software development tools (training will be provided).

### **Software Systems Corporate Trainer (Maryville Academy)**

**Pay:** \$10/hour

**Hours:** 15 hrs/week (16 weeks; between 9-5)

**Location:** Des Plaines

We are seeking someone to assist with corporate training of software systems, in particular, we are looking at Microsoft Teams and outlook. The intern will create short instructional videos related to specific items, such as MS TEAMS I.M, document sharing and team sites, MS Outlook calendar usage, MS one drive usage and features, and scheduled virtual group trainings. The videos will be posted on our internal Intranet SharePoint site. We will use tools such as Snagit to capture the pc screen and audio from the trainer.

### **Helpdesk Technician (Maryville Academy)**

**Pay:** \$10/hour

**Hours:** 15 hrs/week (16 weeks; between 9-5)

**Location:** Des Plaines

The intern, under general supervision, will spend 20% of their time related to data and software and 80% performing PC/telecommunications support to customers, including the installation and configuration of hardware and software, troubleshoots and provides first line diagnosis for PC/telecommunications hardware and software problems; provides help desk resolution assistance; and performs related work as required.

## **LAW ENFORCEMENT**

**ISP Internship Program** (Illinois State Police)

**Pay:** Unpaid

**Hours:** 25 hrs/week

**Location:**

All students considered for the Illinois State Police (ISP) Internship Program must be in good academic standing with their respective college or university. Students interested in an unpaid internship must have the College Internship Coordinator or Department Chair write a letter of introduction which must include at least three preferred work locations to serve the internship, the exact time frame and number of hours the intern wishes to serve each week, and the number of credits the student expects to earn. Interns must be willing to work a minimum of 25 hours per week and must earn college credit while participating in the program. All applicants are required to successfully pass a background investigation. Students serving an internship within an ISP Forensic Science Laboratory may also be required to successfully pass a polygraph examination. For guidelines and application, please visit: <https://isp.illinois.gov/JoinIsp/Internships>

## **MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE/HVAC**

**Maintenance Mechanic** (Devanco Foods)

**Pay:** \$12/hour

**Hours:** 10-20 hrs/week (8-16 weeks; between hours of 5-10am)

**Location:** Carol Stream

The Maintenance Mechanic must be able to repair, maintain, and install any production or building equipment while maintaining the highest regards for safety and food quality standards. Tasks and Responsibilities: Effective support of the Preventative Maintenance (PM) program with a goal of continually reducing unscheduled downtime; Perform mechanical and electrical maintenance and repairs on production machinery and facility support equipment; Inspect, operate and test machinery or equipment to diagnose machine malfunction and validate work performed; Ensure safety by following all company policies including safety rules, procedures and Lock-out / Tag-out procedures, Good Manufacturing Practices (GMP's), personal safety standards, food safety standards as well as OSHA and SQF standards; Complete all assigned work orders within the time allotted. Maintain complete records of work performed using software, work orders and detailed logs and have good communication skills across all groups/departments; Able to understand and read electrical schematics; Electrical Repairs such as outlets, switches, plugs, disconnects; Run conduit and pull circuit wiring; Maintain, troubleshoot, install single and 3 phase motors and associated mechanical transmission equipment; PLC experience preferred; Small motor and pump repairs; Maintain, troubleshoot fire tube boilers and associated HVAC equipment; Ensure operation of machinery and mechanical equipment by completing maintenance requirements (both planned and unplanned) on production, packaging, processing equipment, and utility systems (to provide a continuous supply of heat, steam, cooling, electrical, power, gas, or air required for operations); Readily available for emergency repairs in breakdown situations; Basic knowledge of welding; and Regular attendance and punctuality required.

**Assistant Kitchen Designer** (DDK Kitchen Design Group)

**Pay:** \$15/hour

**Hours:** 20 hrs/week

**Location:** Glenview

We are looking for an energetic person with an interest in interior design or construction. This person will provide support for our existing design team. The work will include going to job sites to measure, problem solving, job estimating, getting bids, meeting with clients, answering phones, and learning how to design and order beautiful high end kitchens.

**Engineering Intern** (IDOT)

**Pay:** \$15.85-17/hour

**Hours:** 40 hrs/week (M-F, 8am-4:30pm; May 17-Aug 13, 2021)

**Location: TBD**

The Illinois Department of Transportation is offering Engineering students the opportunity to gain close hands on experience and knowledge about the industry by engaging in routine tasks as well as ongoing projects throughout Illinois. Interns will have the opportunity to work in one of the major areas of engineering. Locations vary. IDOT has opportunities in counties across the state. Please see attached files for all available locations. To apply: visit:

<https://idot.illinois.gov/about-idot/employment-opportunities/employment/index>

To download the Application for Seasonal Engineering Intern (PM 2425), CMS 284A Authorization for Release of Criminal Information and the CMS 284B Self-Disclosure of Criminal History form. Complete directions are available in the attached files.

**Warehouse and Delivery Technician (Verde Energy Efficiency Experts)**

**Pay:** \$15/hour

**Hours:** 40 hrs/week (can lead to full-time, permanent position)

**Location:** Chicago (Berteau St)

Verde is an energy efficiency services company that finds and implements the most effective ways for organizations to save on energy costs. This person will maintain our warehouse and be available for deliveries M-F. They will also pull parts for jobs and make deliveries when necessary. Must have a valid driver's license. This is an entry level position, with opportunities to train toward an electrician.

**Engineering Intern (Mechanical, Process, or Steel) (Vegazva Engineering)**

**Pay:**

**Hours:** 10-20 hrs/week (between hours of 8-5; 3-4 Months)

**Location:** Rolling Meadows

Specific position will vary depending on what type of engineering classes the student has and customer needs. Opportunities for hands on learning, mentoring, and future job placement.

## **MARKETING/ PR**

**Digital Archive Student Brand Ambassador (The HistoryMakers)**

**Pay:** \$15/hr

**Hours:** 10 hours/week (June '21-May '22; deadline to apply May 21, '21)

**Location:** Remote

Student brand ambassadors will work in virtual sessions with one another to develop individual projects and themes for The HistoryMakers weekly newsletters and social media campaigns. They will also develop a marketing plan to promote the use of The HistoryMakers Digital Archive at their school during the 2021-2022 academic year. They will be expected to submit weekly progress reports and participate in weekly conference calls. Student brand ambassadors will be paid \$15/hour and be expected to work 10 hours/week from June 2021 to May 2022. The program is open to students who will be sophomores, juniors, seniors, or graduate students during the 2021-2022 academic year. For more information and to apply, please visit <https://www.thehistorymakers.org/student-brand-ambassador>.

**Marketing Intern (Midwest Language Network)**

**Pay:** \$11-15/hr

**Hours:** 10 hours/week (8 weeks long)

**Location:** Morton Grove (internship will be remote)

We are looking for someone who can assist in writing business proposals/business bids. Someone who is interested in B2B sales, we often try to reach out to schools and small medical office to offer our services, this can be cold calling or in person. Depending on skill level we are also looking for someone who can assist with organizing/designing marketing collateral such as flyer, brochure, or power points. This internship is designed to create a enlightening work experience with challenging objectives. The assignments should be consistent with the interns' career goals and current level of education. Interns can expect to leave their internship with an applied knowledge of marketing implementation and the fundamentals of a small business operation. We are looking for someone who is looking to providing creative idea's / outside the box approach to an old market. Developing communication skills in a business setting and refining business writing skills.

**Social Media and Marketing, Strategy and Ops (Higher Ground Holdings, LLC)**

**Pay:** UNPAID



**Hours:** 10-15 hours/week (10-16 weeks long; May 1, 2021 start or sooner)

**Location:** Chicago

Higher Ground Holdings, LLC is an up-and-coming major player in the rapidly growing cannabis industry. Founded in Chicago, IL, Higher Ground Holdings is launching a dispensary and lifestyle brand known as VIBE. VIBE's mission is simple: We believe cannabis has the power to improve lives and raise vibes. We are on a mission to legitimize, personalize, and demystify cannabis use, with a focus on equality and inclusion. The company is led by some of the industry's brightest minds, strategic thinkers, legal experts, and cannabis cultivators. We are developing partnerships with craft growers, lawmakers, activists, and local communities, solidifying our position as a strong player in a complex and developing cannabis industry. The intern will: Assist in the development and implementation of marketing plans and brand strategy; Manage multiple marketing projects per the direction of marketing leadership; Work with the Head of Marketing to ensure strategies and tactical programs are executed flawlessly; Brainstorm, edit, and write a wide range of VIBE Dispensary content, including social media, event promotion, and blog features. Candidates should be studying: Marketing, Business Administration, Digital media, strategy, or Cannabis. Training opportunities provided: Development and implementation of marketing plans and brand strategy; Content Development; Campaign management; Strategy Development; Customer segmentation; Customer Persona Development; Market Analysis; Competitor research; and Financial modeling. Educational/learning opportunities provided: Working collaboratively with teams; Event planning; and Lobbying. Benefits available outside intern's assigned job duties: Networking with key industry players, politicians and community leaders and mentoring.

**Marketing Assistant** (inFocus Payroll)

**Pay:** \$14/hr

**Hours:** 10-20 hours/week (8-16 weeks long; ASAP start)

**Location:** Evanston

Candidates should be studying Marketing and have experience using search ad and social media platforms. Interns will receive paid training with software vendors, and have multiple apps to learn and best practices to follow.

**Field Marketing/Canvasser** (Cornerstone Restoration)

**Pay:** \$11-15/hour

**Hours:** 20-29 hrs/week (10-12 weeks)

**Location:** Schaumburg

This internship will give the intern an introduction to sales, marketing, and communications gaining experience in knowledge of how to represent a company with what they specialize in with effectiveness. The intern will knocking door to door to help schedule appointments for our company to inspect their property free of cost with no obligation. Candidates could be studying Communications, Advertising, Marketing, Marketing, advertising, sales, or contracting. Paid training is included. The intern will learn how to be an active listener, critical thinker, negotiator, social perceptiveness, persuasion, active learning, how to talk to others to convey information effectively, Learn the knowledge of principles marketing strategy and tactics, sales techniques and sales control systems.

The intern will benefit from networking, mentoring, developing and refining skills, gaining confidence, transitioning into a job, and financial compensation. The intern will be expected to use an iPad and Cell phone.

**Marketing and Client Experience Intern** (Crown & Compass Whole Life Coaching)

**Pay:** \$9/hour (plus coaching if desired)

**Hours:** 10 hrs/week (flexible, weekdays; 12 weeks)

**Location:** Arlington Heights

This is a great opportunity to learn the craft of marketing, social media positioning and understanding the importance of an online presence. You will work hand and hand in developing market plans, understanding launches, writing press releases and the imperative function of branding in 2020. Duties will encourage creativity and give managed responsibilities in curating an online marketing presence for launches. A student who is proactive, creative and who enjoys collaboration will flourish and have fun in this environment. Students could be studying: Marketing, Communications, Public Relations or Psychology. The candidate will be trained in understanding the importance of positioning yourself virtually and how it is imperative in the post-pandemic era. Training will be provided in understanding and writing business plans, entrepreneurial life-cycle, monitoring trends and competition, Interns will have the opportunity to fine-tune writing skills, learn how to write and distribute press releases and work in a team-focused environment. The educational opportunities are limitless. The supervisor, Julie Lokun, holds a BA in journalism a Masters Certification in Life Coaching and a Law Degree. She mentors young women to optimize their potential. She will mentor the

intern in such skills as marketing, work flow creation, Canva, Social Media Marketing, Press Release Writing, Website Development, Writing and Communications and Coaching--(and so much more). The intern will benefit from weekly mentoring sessions and personal and professional development. The intern will be surrounded with a team of encouraging coaches who will foster confidence and creativity--as it is part of their mission. The intern should be comfortable with Zoom, social media and have a basic aptitude in professional communications. The intern will be trained with basic duties and have access to support and guidance.

**Marketing Intern (BL Promos)**

**Pay:** TBD

**Hours:** Part-time, flexible

**Location:** Northbrook

This is an integrated hands-on marketing internship for promotional products. Internship will involve the following duties: everyday learning about the integrated marketing concepts throughout all our branding techniques, for BL Promos, as well as for our client base; utilizing various graphic skills to produce and send e-blasts to a select niche market in order to enable mass communication media information- following up via phone, as well as emails; researching for various clients and their target market needs; outside sales calls to existing, as well as, new clients, in order to build a good face to face relationship with the given target market for BL Promos; various limited invoicing, purchase order and sampling procedures for our client base; and conducting various internal office procedures. Please visit our web site @ [www.blpromos.com](http://www.blpromos.com) to get more details about BLPromos.

**Marketing Intern (Ameroc Exports)**

**Pay:** \$10/hour

**Hours:** 15 hrs/week (8 weeks with renewal potential)

**Location:** Glenview

The intern will assist with marketing in the international and local markets. The intern will attend webinars, workshops, e-meetings and some administration tasks.

**Social Media Manager (JRS MarCom)**

**Pay:** TBD. Approx. \$12/hour

**Hours:** TBD. Approx. 12-15 hours per week (12 weeks)

**Location:** Arlington Heights (hybrid of remote and in-person)

The SMM will manage social media presence of multiple clients, for both specific campaigns and day-to-day activities; develop client brand awareness and online reputation; manage content, ideation, creation, and implementation; identify target customers, goals, and KPI's; keep current on emerging social media trends, creating periodic reports to review as part of clients' ongoing digital marketing strategy; analyze the long-term needs of each client's social media strategy and offer reports that outline any necessary changes to the digital marketing plan.

**Order Fulfillment/Marketing Intern (Detour Sunglasses)**

**Pay:** \$12/hour

**Hours:** 10-12 hours/week (preferred 10am-12pm)

**Location:** Des Plaines

An intern can learn a bit of everything here. The intern would start with order fulfillment of packing orders, then be trained to use our shipping software so they can print labels/ fulfill orders on their own. Once they get the hang of that they will be given more of a marketing role. They will be taught how to set up and run successful Facebook and Instagram ads. They will be given a small daily budget to set up their own ads and monitor/make changes to them so they can see what works and doesn't work in marketing. They will also be given their own company email and taught how to reach out to social media influencers and set up marketing campaigns with them and their managers. Because of the noon USPS mail pick up, ideally, it would be nice to have someone here around 10am who could stay for 2 or more hours (depending on how many days a week they can come in). However, this is flexible; anytime between 10am-6pm would work. The intern will do everything from basic tasks such a folding boxes, to order fulfillment, to learning the marketing side of things and how an eCommerce business is ran. Candidates who know how to use PhotoShop or have a photography background are a plus but definitely not required.

**Online Marketing Intern (The Best Career For Me)**

**Pay:** \$10/hour

**Hours:** 10 hours/week (between 10am-5pm M-F with flexibility; 16 weeks; preferred start June 17)

**Location:** Evanston

The Intern will assist with growing the company's brand awareness through various social media and new media platforms; including creating, updating and maintaining content for social media; creating and editing videos that show the behind scenes and personality of a business coach; filming and editing YouTube videos; researching and securing podcast expert interview opportunities; researching professional speaking opportunities; and analyze consumer behavior data (e.g. web traffic and rankings). Candidates should: have strong communication skills, including creative writing and story-telling; and understanding of grammar have an excellent grasp of English language; be creative and innovative thinker and planner; have a deep knowledge and LOVE of social media (e.g. Facebook, Instagram, LinkedIn, YouTube); have strong organizational skills; be confident in producing content across multiple social media platforms; be able to align multiple brand strategies and ideas; have a firm grasp of the tools and platforms in the social media space; be able to convert ideas and strategies into business requirement documents; possess creativity, flexibility, and growth potential; be open-minded, a fast learner, positive, upbeat, enthusiastic, and adaptable; be self-motivated with the ability to work in a entrepreneurial environment and adapt to changes. Candidates should have proficient computer skills, including Microsoft Office Suite (Word, PowerPoint and Excel) and Google Docs; should be familiar with keyword placement and SEO; and experience in graphic design is a plus!

**Marketing Intern** (Prime Telecommunications)

**Pay:** \$10/hour

**Hours:** 10 hrs/week (flexible between 9-5; 16 weeks)

**Location:** Skokie

The intern will assist with managing scoring of leads in outbound marketing campaigns; managing social network presence and activities; website research for target companies; database research for target markets in direct marketing campaigns; database integration to CRM; and using CRM for sequenced email campaigns.

**MEDIA/COMMUNICATIONS /JOURNALISM/ ARTS/THEATRE/EDUCATION**

**MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY**

**Health Information Management Technician** (Weiss Memorial Hospital)

**Pay:** \$12/hr

**Hours:** 10-20 hours/week (days, afternoons, weekends; 16 weeks; start Aug 2021)

**Location:** Chicago

Interns on this project will be responsible for sorting and scanning medical record documents into Cerner the electronic medical record, performing quality check and indexing the documents.

**Health Information Management Technician** (West Suburban Medical Center)

**Pay:** \$12/hr

**Hours:** 10-20 hours/week (days, afternoons, weekends; 16 weeks; start Aug 2021)

**Location:** Oak Park

Interns on this project will be responsible for sorting and scanning medical record documents into Cerner the electronic medical record, performing quality check and indexing the documents.

**Lab Technician** (Applied Thin Films)

**Pay:** \$15/hr

**Hours:** 20 hours/week (8-16 weeks; start Feb, 2021)

**Location:** Skokie

The intern will be assigned to a R&D Project under supervision of the project manager. The intern will carry out tasks such as making samples, testing their properties and writing reports in support of project goals. Preferred field of study/major and skill sets: Chemistry, Materials Science, Materials Characterization, or Nanotechnology. Excel and PowerPoint experience a plus. The intern will be trained in the chemical processing of advanced materials and nano-engineering applications, and will receive mentorship and networking in the industry and experience to new processes and characterization methods.

**Healthcare Office Administrator** (Assential Therapies)

**Pay:** \$10/hr

**Hours:** 15 hours/week (flexible but 2-5pm is ideal; 16 weeks)

**Location:** Park Ridge

The intern will learn Early Intervention System of IL Administrative Rules for Therapy including authorizations, billing requirements, proper documentation, HIPAA etc., the complete functioning of the Administrative aspect of small-business, and all aspects of Electronic Medical Record Software (Raintree), that is used everywhere. This position also involves resolving periodic issues with their Customer Service or resolving issues for the Therapist (employees). The intern will create New Patient Accounts in the EMR and Perform Benefits Verification with insurance companies. This is a very involved process and requires complete understanding of the Early Intervention System, Medical Insurance world from a provider viewpoint, etc. Also, the intern will resolve claims that are not paid. This is a very rigorous process and directly affects collection of monies, which affects the business operations. The ideal candidate will be studying Healthcare Administration or Medical Billing and possess the following skills: attention to details, an inquisitive mind, strong computer skills to operate software, writing ability, and knowledge of insurance functioning. Interns can aspire to become Office Managers in Hospital settings or get inspired to become a care-giver (Therapist, Doctors, or Allied Health Professional).

## **NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES**

### **Intake Hotline Intern (WINGS)**

**Pay:** UNPAID

**Hours:** 12-16 hrs/week (between M-F 9-5; 350 hrs minimum)

**Location:** Palatine

Learn the Intake process for all Community Based Services including Housing, Counseling and Latina Outreach Programs by conducting phone intakes, screening for eligibility and participation in staffing intakes. Completes and maintain case notes and documents service statistics.

### **Assistant to WINGS Chief Program Officer (WINGS)**

**Pay:** UNPAID

**Hours:** 10-15 hrs/week (between M-F 9-5; 150 or more hours; 3-9 month placement)

**Location:** Palatine

The Assistant will work closely with the Sr. Director of Program Services in an administrative role creating new procedures, researching, attending meetings, making appointments, taking minutes, etc. This would be an ideal opportunity for an Associates or Bachelors level student interested in learning the process of how programs come into fruition, starting new programs, and the administrative/reporting aspect of the social service field.

### **Events Intern (Les Turner ALS Foundation)**

**Pay:** \$15/hr

**Hours:** 24 hrs/week June through mid-Oct, 2021)

**Location:** Chicagoland

We are seeking an Events Intern to join our dynamic team of professionals in our Chicagoland office. This is a seasonal, paid, part-time internship, ideally starting in June through mid-October. You will report to the Events Manager. Your primary focus is to provide support with the execution of special events for the Foundation, although some administrative duties will also be necessary. The position is 24 hours a week, with the possibility of increased hours as needed just before an event. The intern will: Assist with the recruitment of participants and volunteers for upcoming events; Assist with raffle prize solicitation, packaging and mailing of prizes; Assist with inventory, ordering and packing of supplies for events; Assist with pre and post-event communication with registered and prospective event participants through various communication channels including email, phone, and mail; Manage event responses and registrations through Raiser's Edge and Luminate Online Reporting; Assist with post-event evaluation and surveys; Collaborate on the development and execution of event materials (e.g. forms, signage, promotional items, fundraising incentives) ; Attend special events and provide onsite help including: (Strike Out ALS 5k and 1 Mile Run, Walk and Roll – Thursday, July 22, 2021; Matt Creen Golf Invitational – Thursday, August 12, 2021; ALS Walk for Life – Saturday, September 18, 2021; and Team Race for ALS (Chicago Marathon) – Sunday, October 10, 2021), and other miscellaneous tasks as needed to include database updates, clean-up, mailings, etc. Qualifications include: Some college; Ability to successfully handle multiple projects, meet deadlines and work independently, as well as part of a team; Dependable, detail-oriented, team player, excellent writing skills, Possess the ability to interact professionally with members of staff, board, vendors, volunteers and Foundation constituents; Be comfortable working with people and families affected by ALS; Must have a car and a valid driver's license; Ability to work occasional weekend and evening hours to support events; Proficiency with Microsoft Office applications; and some knowledge of Raiser's Edge and/or Luminate Online a plus.

**Veteran Internship Program** (Chicago Botanic Garden)**Pay:** \$15/hr (also travel and materials stipend)**Hours:** 30 hrs/week (May 26-Aug 11, 2021)**Location:** Glencoe

The Chicago Botanic Garden and the Robert R. McCormick Foundation are proud to support military veterans and their transition to the civilian workforce. The Veteran Internship Program (VIP) is a dynamic internship program for military veterans consisting of career exploration and mentoring, employment skills development, and job readiness assistance. Based in the beautiful 385 acres of the Chicago Botanic Garden grounds in Glencoe, VIP interns have an opportunity to work and learn with other veterans, make professional connections, and explore. Interns will work 30 hours a week in a designated area suited to their career path or interests. In the past, interns have worked in the following areas: Horticulture, Accounting, Bonsai, Education (Camp CBG), Construction and Maintenance, Fruit and Vegetable Garden/Butterflies & Blooms Interpretive Programs. Interns will also attend a weekly meeting for group instruction. Meetings consist of lectures, discussions, and guest speakers. Each week, interns will also tour a different Garden area or department. Salary consists of an hourly wage of \$15/hour with a \$50/week travel allowance. Interns will receive a boots allowance, rain gear, and curriculum materials. Deadline to apply is March 14, 2021.

**Pattis Family Foundation Summer Leadership Program** (Women Employed)**Pay:** \$1900 stipend**Hours:** Mondays and Wednesdays (9:00 a.m. – 4:30 p.m. CT), June 14<sup>th</sup>- August 4<sup>th</sup>, 2021**Location:** Remote

Women Employed's Summer Leadership Program, generously sponsored by The Pattis Family Foundation, provides a unique opportunity for professional skill building and practical experience by exposing a team of interns to leadership training, front-line research, and awareness of the barriers low-paid workers experience. The program seeks to introduce students and recent graduates to all areas of nonprofit work through workshops, guest speakers, and projects. The interns' project work may consist of: Facilitating issue-based discussions with staff and interns; Designing and implementing public information and awareness campaigns for specific Women Employed Issues; Conducting research and outreach on issues relevant to low-wage women; and Conducting interviews and assisting with other program work as needed. Over the course of the summer, interns will: Be familiar with the history and future of the women's movement; Participate in professional development workshops on effective advocacy; Nonprofit organizational development and communications; and Explore aspects of social justice work with guest speakers. Interns will participate virtually and will need to have access to a reliable computer and internet connection. The deadline for The Pattis Family Foundation Summer Leadership Program application is March 29<sup>th</sup>, 2021. To apply, [Complete this form](#) to submit your resume and one-page essay answering why The Pattis Family Foundation Summer Leadership Program at Women Employed would be a good opportunity for you.

**Summer Intern** (American Anthropological Association)**Pay:** UNPAID**Hours:** 6 week summer internship**Location:** Virginia

The American Anthropological Association offers two internship opportunities funded by member donations. Internships are six weeks in length and usually extend from early July through mid-August. Internships are unpaid, however they are provided housing and a meal/travel stipend. Interns will spend approximately 40 percent of their time working onsite at the AAA offices in Arlington, VA, and the other 60 percent of their time working on-site at one of two locations: The Naval Historic & Heritage Command and The Smithsonian Center for Folklife and Cultural Heritage. We are currently planning on in person internship but that is subject to change. We are closely monitoring CDC health and safety guidelines and will make a final decision before the start of the internship program. Eligibility: All U.S. and international undergraduate students that are rising juniors, juniors, or seniors, and first year graduate students (completing the first year of graduate work by June 2021), are eligible to apply for the program. More information, and to apply:

<https://www.americananthro.org/summer-internship>

**Marketing and Communications Intern** (Gigi's Playhouse)**Pay:** UNPAID**Hours:** 5-10 hours/week (hybrid of remote and in-person)**Location:** Hoffman Estates

GiGi's Playhouse Inc.'s mission is to change the way the world views Down syndrome and send a global message of acceptance for all. We seek a dynamic, self-starter to assist marketing and communications efforts. This internship position is an excellent opportunity to experience various aspects of marketing while working for well-known community based nonprofit organization. The intern will assist with GiGi's Playhouse Hoffman Estates social media presence, using content calendar; assist in planning, writing and managing monthly eNewsletter; draft, distribute and pitch news releases, media alerts and other stories; manage GiGi's Playhouse Hoffman Estates Blog; and collaborate with staff on new ideas, directions, and venues for marketing and communications.

**Curator Assistant** (Niles Historical and Cultural Society)

**Pay:** UNPAID

**Hours:** 15-19 hours/week (M, W, F 11-3; flexible; 8+ weeks)

**Location:** Niles

The intern will assist the museum curator with: managing the collection; building exhibits; accessing artifacts; scanning photographs into database, managing Past Perfect; cleaning exhibits and artifacts, and conducting interviews with citizens.

**Program Coordinator Intern** (GiGi's Playhouse)

**Pay:** UNPAID

**Hours:** 5-10 hours/week (hybrid of remote and in-person)

**Location:** Hoffman Estates

GiGi's Playhouse Inc.'s mission is to change the way the world views Down syndrome and send a global message of acceptance for all. The Program Coordinator is the key volunteer supporting and overseeing the GiGi's Playhouse therapeutic programs, meeting on a weekly or monthly basis. The Program Coordinator works collaboratively with the Playhouse staff and each Program Leader to provide a high quality, outcome-driven programs according to the program models developed by GiGi's Playhouse. The intern will serve as the primary contact for all Program Leaders: o Contacts each Program Leader before each program to confirm the schedule, maintain engagement, recognize service, and ensure they have the tools needed to carry out outcome-driven programs; review Program Reports following each program and follows up with Program Leader to address challenges, successes and provides training as needed; oversee the Playhouse program and event calendar, editing and printing the online and printed versions; periodically attends programs to give feedback and aids Program Leaders in facilitating program enhancements; communicates volunteer needs to Playhouse staff before each New Volunteer Orientation and works collaboratively to fill all volunteer openings in programs; reviews program participation reports weekly and collaborates with Playhouse staff to increase participation; supports Program Leaders and Volunteers in their role during programs, provides additional training as needed; and responds to program phone calls, emails and inquiries in a timely and professional manner.

## **PARALEGAL/POLITICAL/GOVERNMENT**

**Real Estate Law Firm Intern** (Saranow Law Group)

**Pay:** Negotiable

**Hours:** 10-20 hrs/week (8-16 weeks)

**Location:** Northbrook

The student will learn how to analyze properties for purposes of filing appeals. They will generate comparables and draft legal briefs from the findings. They will learn to work with team members. We will teach them everything they need to know in the real estate appeal industry. There will be possible networking opportunities and other similar opportunities. They will become a mentee of William Saranow. Training will be providing on Client Management Software, excel, word, etc.

**Summer 2021 Fellow** (Office of Senator Ram Villivalam)

**Pay:** \$15/hour

**Hours:** 20 hrs/week (May-August 2021)

**Location:** Chicago

State Senator Villivalam represents the 8th State Senate District, made up of 217,000 people spread across 21 neighborhoods in the city of Chicago and five suburban municipalities. A State Senator's role is twofold: passing state-level legislation in Springfield and providing constituent services to those living in the district. The office of Senator Villivalam is tasked with helping constituents navigate government programs, engaging in community outreach, planning programming for the district, and completing policy research among other responsibilities. FELLOWSHIP DUTIES AND RESPONSIBILITIES: Constituent Services: Work with staff

members to engage with constituents, help with case intake, and provide critical services. Compiling and Organizing Vital Resources. Assist in compiling federal, state, and local resources to share with constituents. Volunteer Management. Help run our robust volunteer programs, which include senior wellness calls, grocery delivery, and more. Briefings. Research and prepare briefings for State Senator Villivalam. Research. Write at least one policy proposal and present it to Senator Villivalam. Application Period February 16 - April 16, 2021. How to Apply: Email your resume with the subject line "Fellowship Summer 2021" to [veton@senatorram.com](mailto:veton@senatorram.com) by Friday, April 16, 2021. Please include a brief statement of interest in the body of your email. No more than 1-2 paragraphs.

**Paralegal (Owaynat Law Group)**

**Pay:** \$10/hour

**Hours:** 15-20 hrs/week (16 weeks; with opportunity for full-time hire)

**Location:** Lincolnwood

Intern will be responsible for ordering and organizing client medical records, following up with medical facilities on bill and records, creating claims with insurance companies and following up with them on requested documents. Intern

will also learn negotiation tactics and how to write powerful demand letters. Intern will learn how to negotiate effectively; how to order medical records and organize relevant records from irrelevant records; how to draft powerful demand letters; and how to file and draft legal complaints. Intern will get exposed to litigation discovery and how to propound discovery. Intern will get mentoring from a litigation attorney and from experience legal assistants and paralegals.

Intern will have access to a vast amount of free learning material that usually costs thousands of dollars.

Intern should have their own cell phone and laptop.

**Paralegal (Jeffrey A. Rabin & Associates)**

**Pay:** \$10-2/hour

**Hours:** up to 20 hrs/week (16 weeks)

**Location:** Park Ridge

We represent medically disabled people seeking Social Security Disability and SSI benefits. The intern will be maintaining contact with clients with pending applications to reassure them that the case is moving forward and to update medical treatment. The intern will also perform medical record requests, use data base reports and perform other tasks required by the 3 other paralegals on this team. The intern will be directly involved the working with physically and mentally ill clients and will learn the law and systems of the Social Security disability programs. Software/equipment expected to use. Is training provided: Filevine Case Management software; MS Work; MS Teams; MS Outlook; some Social Security Administration software for access to their files. Training will be provided.