

Internship Opportunities – May 26, 2020

(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.

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 or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Accounting Assistant (Adrenaline Special Events)

Pay: \$10-15/hr

Hours: 12- 20 hours/week (2-3 days/week; flexible hours, prefer 10-3:30; 12-16 weeks; preferred start 2/24)

Location: Palatine

The intern will assist with entering accounts payable in two or more companies, creating or maintaining financial filing systems, electronic bank reconciliations in two or more companies, assisting maintaining various Excel spreadsheets, distributing mail, preparing correspondence as needed, preparing and metering mail, and assist VP of Finance and Operations as needed. Candidates should be studying bookkeeping or accounting; QuickBooks knowledge a plus; experience in Microsoft Excel & Word, and have attention to detail and good spelling and grammar. The intern will have the opportunity to expand knowledge of online and desktop QuickBooks versions; be trained on accounts payables, accounts receivable, cost accounting, budgets, checks and balances used in accounting, and work with chart of accounts.

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

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 Design/Marketing Internship (North Suburban YMCA)

Pay: UNPAID

Hours: 20-40 hours per week (12 weeks)

Location: Northbrook

The intern will translate written description and brand attributes into effective creative design using a combination of graphics, color and fonts and type style. The intern should be able and learn to follow Brand Guidelines and work within those parameters, and effectively plan, organize and prioritize workload. The intern will work directly with teammates and internal clients to evolve design and make refinements as necessary to reach final deliverables that satisfy the needs of the Marketing Department and maintain a current understanding of all applicable tools and technologies (design software, HTML, digital print, etc.) to effectively fulfill requirements of the position. Candidates should have excellent knowledge and skills on the latest Design trends, Color Theory and Typography. The intern might be required to attend certain Y-Events and must have their own compatible laptop.

Motion Graphics Internship (North Suburban YMCA)

Pay: UNPAID

Hours: 20-40 hours per week (12 weeks)

Location: Northbrook

The intern should have a passion for Visual Storytelling; and the ability to source images, Video Footage, graphics from public and paid sources and the ability to record their own video. The intern will render video footage as part of the production process, perform Video Editing, participate in creative meeting with the Marketing Director to meet internal and external communications. The intern might be required to attend certain Y-Events and must have their own compatible laptop.

INFORMATION TECHNOLOGY

Systems Management Intern (Pixel Insurance)

Pay: UNPAID

Hours: 10-20 hrs/week (flexible, between 9-5 M-F; 8-16 weeks; March 2020)

Location: Munt Prospect

We are looking for someone to learn and run our CRM. Candidates can be studying computers, finance, accounting, or data entry. We will provide hands-on training and will introduce the intern to crucial features of operating a successful business.

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.

IT Support Intern (Skokie Park District)

Pay: \$15

Hours: 20 hrs/week (flexible; between 9-3 M-F)

Location: Skokie

The intern will be assisting members of the IT department in the normal day to day operations of basic IT administration, level 1 / 2 help desk support, and new computer installations. The intern will work with Active Directory Administration. Cisco CCNA level networking skills, exposure to SharePoint design, Access Control / Cameras, VMware Virtual servers, and Cisco Wifi. The intern will learn basic hands on IT infrastructure skills that employers are seeking and practical experience needed towards CCNA, MCSE, Networking+ and other IT certifications.

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.

MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE/HVAC

Warehouse Operations Rockstar (P3 Global)**Pay:** \$13/hour**Hours:** 20 hrs/week (16 weeks; March)**Location:** Morton Grove

We have a unique opportunity for the right person. We are a family-owned growing company looking for a Warehouse Rock Star who would like to join our team! We are looking for that passionate, motivated person with great energy, positive attitude, who simply gets it and wants to be a part of a company that has purpose and values. Responsibilities: pick, pack, ship customer orders efficiently and with accuracy; receive shipments, verify counts against packing slip and stock inventory; maintain cleanliness and organization of office/warehouse; count inventory monthly for accuracy; prepare FBA inbound shipments through printing labels, picking, tagging/labeling items and packing; process all Customer Returns/RMA's as needed; inspect products for defects and damages; help with special projects as needed; and contribute ideas on ways to improve or optimize warehouse procedures. Requirements: Amazon FBA shipment preparation experience is a plus; 1 year of recent general warehouse manufacturing experience preferred; must have a strong work ethic; great attention to detail; must be willing to learn new skills as there will be department cross training done; exceptional attendance is required; must have strong math and organizational skills – associates are required to do a lot of counting; have basic computer skills -will be using shipping and warehouse management software; and must love rocking out to music. Physical Demands: Regularly required to stand, bend, reach, push, pull, lift, carry, and walk about the warehouse; lifting 40lb occasionally, 20lbs regularly and/or up to 10lbs constantly; ability to place product, weighing up to 40 pounds, on shelving at various heights; and must have fine motor skills for precise label placement.

MARKETING/ PR

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 as 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.

Communications Intern (Maine Township High School)**Pay:** UNPAID**Hours:** 10+ hours/week (or 20 hrs/week in the summer)**Location:** Park Ridge

We seek a life-long learner interested in non-profit communications and the many facets of education communications. The intern will participate in strategy sessions with the communications director on intern and external communications tactics and write news releases, edit written pieces, work on social media campaigns and take photos.

E-commerce Content Marketing Intern (Heady Deals)**Pay:** \$10/hour**Hours:** 9-12 (between hours of 9am-12pm; 12 weeks; preferred start March 2020)**Location:** Chicago (Granville Ave.)

The intern will create product videos; assist on video and photo shoots; update product info and images on website; coordinate the content calendar; perform keyword analysis for blog articles; create promo graphics; write and edit blogs; and reply to customer emails and social media questions. The intern will be trained in how to manage a content calendar, how to create quick videos in a pinch, and how to take one piece of content and re-purpose it. The intern will learn how to use videos, images, social media posts and other content pieces to drive sales on an e-commerce site. Heady Deals is a cannabis lifestyle site for all cannabis enthusiasts. The intern will experience how to navigate thru a burgeoning industry that is

Assistant Account Executive (Jill Schmidt Public Relations)**Pay:** \$11/hour**Hours:** 10-20 hours/week (between hours of M-F 10am-4pm, 8-16 weeks)**Location:** Northfield

Jill Schmidt|PR is a full-service public relations firm that is looking for a Media Relations intern. The intern will work directly with Jill Schmidt PR mentor on PR campaigns, Cision training, media lists, writing pitches, booking interviews, creating interview sheets, and working directly with the media. They will also be part of the weekly client calls. Focused on creating editorial stories, the team excels at getting our clients attention across the media spectrum. Based out of Chicago with offices in New York, the team has excellent contacts with all press including TV, magazines, newspapers, radio, top Internet sites and bloggers.

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.

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.

Marketing & Communications (NAMI Cook County North Suburban)

Pay: \$10-12/hour

Hours: 8-12 hrs/week (12-16 weeks)

Location: Skokie

The intern will assist with updating and maintaining NAMI CCNS' social media presence, including scheduling Facebook updates; planning, writing, and managing quarterly eNewsletter; drafting, distributing, and pitching news releases, media alerts, and other stories; designing flyers, graphics, e-vites and other marketing material for major events; updating the website; reaching out to the community organizations, general public, and donors about the NAMI CCNS mission and programs; and collaborating with staff on new ideas and venues for marketing and communications. Candidates should have a firm grasp of the tools and platforms in the social media space, must be computer literate, be able to communicate effectively and professionally, be enthusiastic for our mission, and be working towards a college degree in a related field (e.g. English, Marketing/Communications, Public Relations, etc.).

MEDIA/COMMUNICATIONS /JOURNALISM/ ARTS/THEATRE/EDUCATION

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY

Forestry Intern (Village of Mount Prospect)

Pay: \$13-14/hour

Hours: 40 hours (Summer 2020)

Location: Mount Prospect

The Village of Mount Prospect (population 56,265) is a Chicago suburb with over 25,000 municipally-owned trees. Mount Prospect has an established, award-winning urban forestry program. This job opportunity will provide the successful applicant with invaluable "hands-on" experience in preparation for an urban forestry career. The intern will assist with data updating for computerized tree inventory, scouting for disease, responding to service requests, and working with municipal forestry crews. Desirable qualities: excellent tree identification skills, some computer course work, 1 or 2 years college level training in arboriculture or related field, and valid driver's license.

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES

Intake Hotline Intern (WINGS)

Pay: UNPAID

Hours: 12-16 hrs/week (3-9 months)

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.

Children's Summer Camp Intern (WINGS)

Pay: UNPAID

Hours: 12-16 hrs/week (3-9 months)

Location: Palatine

Students have the opportunity to work with our Children's Advocates to ensure the needs of children are being met by providing group support to the children in our Safe House program. Students will help coordinate camp activities and engage children living in the domestic violence shelter.

Mental Health Advocate Intern (National Alliance on Mental Illness – Cook County)

Pay: \$10/hour

Hours: 12-24 hrs/week (10am-4pm, 2 days a week)

Location: Deerfield

The Intern will be working with programs and development to promote the NAMI brand and ongoing events. This will include our annual walk/run, our education classes and support groups and our community education events. The preferred candidate will be: studying marketing, psychology, or business; possess skills sets include computer literacy with Microsoft office suites; have the ability to meet deadlines, follow directions and work in a team setting; and present professionally in person, by phone, and in writing.

POLITICAL/GOVERNMENT

Congressional Internships (Office of Congresswoman Jan Schakowsky)

Pay: unpaid

Hours: 10-15 hrs/week (3 month commitment)

Location: Glenview

The intern will: respond to constituent requests; assist with special projects; attend meetings and events; conduct constituent casework; answer telephones; research information and produce material helpful to constituents; enter data and work on computers; and write constituent correspondence.

Intern (U.S. Senator Richard Durbin)

Pay: TBA

Hours: TBA

Location: TBA

The Chicago office provides constituents assistance with federal agencies. The office also conducts outreach to constituent interest groups on behalf of the senator. The goal of the internship program is to provide undergraduate, graduate, and law students with the opportunity to understand and get involved in all aspects of office operations, which include constituent services, scheduling, research, and press. For more information and to obtain a copy of the application, please visit www.durbin.senate.gov

Intern (State Representative Mark Walker)

Pay: UNPAID

Hours: 10-20 hrs/week (usually between 9-5pm, but some after-hours events needed; 16 weeks)

Location: Arlington Heights

The Intern will assist with leading our I-cash program as a "Lead Investigator" where you will be tasked to contact constituents with thousands of dollars of unclaimed property with the state and working them through the process to claim that money; meeting with constituents and helping them through governmental services; researching priority legislation; and event planning. State Rep. Mark Walker's District Office is an open and fast-paced environment with many projects going on at once. A "typical" day includes anything from working on reducing property taxes to learning about how to best regulate and implement cannabis legalization, working with constituents on Medicaid applications, and helping constituents and their families claim thousands of dollars in unclaimed assets from the state they are owed. When you walk in you must be prepared to hit the ground running and be open to learning and putting in maximum effort. At the end of your internship, if you've put in your best effort, you will leave knowing you made a difference. If you're interested in and/or have experience with political and government work and have a strong work ethic, writing skills, and are easily adaptable, we want to hear from you. Internships are available to high school and college students and those looking to gain more experience in government service. If you'd like to apply, please send a resume and a 500-word maximum statement of interest to contact@staterepwalker53.com.

Intern (Office of Cook County Commissioner)

Pay: UNPAID

Hours: minimum 10 hrs/week (12 weeks)

Location: Schaumburg

The Intern will assist staff with day to day administrative support, work with staff on events and special projects, attend public meetings and community events, help generate communications on social media and online platforms, and monitor local and county government news and policy.

Intern (Office of Senator Ram Villivalam)

Pay: Stipend

Hours: 10-20 hrs/week (flexible; 12-16 weeks)

Location: Chicago

The Intern will work with staff members to engage with constituents; work with, engage, and help manage office Volunteers (Senator Villivalam's office will have a steady stream of volunteers; research and prepare briefings for State Senator Villivalam; and under staff guidance, each intern will prepare a policy or event proposal to present to State Senator Villivalam. No preference on Major of study, but candidates should have people skills and a passion for government work. Being bilingual or multilingual is a plus.

Constituent Outreach or Communications Intern (Office of US Senator Tammy Duckworth)

Pay: scholarship equivalent to \$15/hour

Hours: 16-25; or 40 hrs/week for scholarship (between 9am-5pm M-F; 16 weeks)

Location: Chicago (Dearborn)

The Intern will assist with taking constituent phone calls, logging legislative opinions, assisting with casework intake, working with the outreach team on long-term projects and attending meetings, working with the communications team on press projects, daily administrative tasks and front desk duties, helping staff with various assigned projects, and drafting a policy memo and presenting to staff.

Congressional Intern (Congressman Brad Schneider)

Pay: Unpaid

Hours: flexible hours

Location: Lincolnshire

If you are interested in political science, public policy, or serving your community, this is an internship for you. Responsibilities could include assisting with constituent casework, planning outreach events (i.e. Job Fairs), legislative research, and general office administrative activities. Excellent oral and written skills, as well as familiarity with Excel and Word, required.

Congressional Internships (Office of Congresswoman Jan Schakowsky)

Pay: unpaid

Hours: 10-15 hrs/week (3 month commitment)

Location: Glenview

The intern will: respond to constituent requests; assist with special projects; attend meetings and events; conduct constituent casework; answer telephones; research information and produce material helpful to constituents; enter data and work on computers; and write constituent correspondence.