

Internship Opportunities – May 16, 2019

(Recently listed opportunities in blue.)

For more information, please visit us online at www.oakton.edu/internships.

Instructions on how to apply are on the Student Information page.

You may also contact the Internship Specialist,
at internships@oakton.edu or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Office and Accounting Intern (the Dubin Guru Group)

Pay: \$10+/hour (plus performance bonuses)

Hours: 20-30 hrs/week (between 8am-5pm, and occasional weekends; 24 weeks)

Location: Northbrook

The intern will be assisting CFO/Partner for a small real estate office with the Sage Timberline Job Cost accounting for a real estate projects in Minnesota, West Virginia and Illinois. The job includes being a team member of the Real Estate Development group involved in multi-family residential and mixed-use projects. Must have MS Excel software hands on experience. The successful candidate must have worked in real estate environment for at least 2 years and must be familiar and experienced with QuickBooks, MSOffice including Excel, Dropbox etc. Only candidates meeting the requirements will be contacted but exceptional interns who are willing to learn please apply. The candidate will also assist the CFO in preparing budgets new projects. We are a small office and so Other tasks include assisting the principals scanning and copying documents including preparing binders, organizing the Accounting department. References and successful background checks will be required.

Administrative & Accounting/Bookkeeping Assistant (Applied Thin Films)

Pay: \$10-13/hour

Hours: 20 hrs/week (16 weeks)

Location: Skokie

The intern will serve as the front office manager. Candidates should have proficiency in MS office products and accounting software (Peachtree and Excel), as well as excellent verbal and written communication skills.

Project Accountant (Tax Wizard)

Pay: \$9-12/hour

Hours: 20 hrs/week (between hours of 9-5 M-F; 16 weeks)

Location: Skokie

The intern will assist with payroll set up, request data from clients, file annual reports and form limited liability companies and corporations through secretary of state, department of revenue registrations, and other administrative tasks related to the field.

BUSINESS/SALES

Sales Representative for Account Development (Complete Packaging and Shipping Supplies)

Pay: \$9-12

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

Location: Lake Villa

This intern will receive sales training of product knowledge and application including training, covering introduction production, presentation, quotation and closing.

The preferred candidate will be studying Business, communications, or marketing; and will possess a skill set that includes oral presentation and demonstration, as well as Microsoft Office, Outlook, and PowerPoint.

Insurance Intern (Geiger Insurance Group)

Pay: \$10/hour

Hours: 15-20 hrs/week (preferred hours 1-5 M, T, W, F, and 3-7pm Thursday; Summer 2019)

Location: Mt Prospect

The intern will assist with answering the phones, calling leads for quotes and appointments, assembling marketing packets. They will receive an introduction to insurance and financial products and Allstate

systems. The preferred candidate will have an interest in insurance, sales, business, management, finance or marketing. We need someone who is friendly, outgoing, courteous, trustworthy, dependable and hard-working; Word and Excel knowledge helpful.

Sales Representative (Primary Resources)

Pay: \$9-12/hour

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

Location: Elk Grove Village

The intern will assist with sales. The intern will be trained on product identification and application; introduction, presentation, quotation, and closing.

Project Manager Intern (Kelso-Burnett Company)

Pay: \$15/hour

Hours: prefer 30-40 hrs/week (flexible; 10 weeks)

Location: Rolling Meadows

The intern will assist in our project management and construction supervision efforts through management and coordination of all submittal, cost control, scheduling, reporting, and document control activities at the job site during the construction period and ensuring client satisfaction. Candidates should have an interest in the electrical and general construction industry and a desire to gain exposure to general and technical training opportunities, have related computer experience (including Microsoft Office; experience with Bluebeam and Accu-Bid preferred), and the ability to assume responsibility and interface well with Project Team.

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.

Human Resources Assistant (Platinum Home Mortgage Corporation)

Pay: \$11/hr

Hours: Flexible (16 weeks but flexible)

Location: Rolling Meadows

The intern will assist with processing new hire applications and entering in HRIS system; monitoring and maintaining new hire paperwork and required tasks for completion; maintaining spreadsheet of applicable compensation plans and ensuring contracts are completed for payroll; timecard processing; personnel file organization and maintenance; developing process flows; and with special projects as may be assigned. The intern should know Microsoft Outlook, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint (not required but helpful). Candidates can be studying Human Resources, Business Administration, Banking & Finance, management, or Real Estate.

Sales Intern (Mr. Roof and Remodeling)

Pay: \$15/hr+ Commission

Hours: Flexible

Location: Wheeling

We are looking for bright and motivated individuals who are seeking learning and career development opportunities. Interns will gain valuable business management skills and social media marketing experience. The intern will assist with searching for Clients, data entry (excel), client document drafting and management, social media marketing (blogs and website management), estimating construction projects and presenting our products.

Administrative Intern (Mr. Roof and Remodeling)

Pay: \$13/hr

Hours: Flexible

Location: Wheeling

The intern will assist with managing 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.

Summer Internship (Niles Park District)**Pay:** \$10/hour**Hours:** 20-35/hours week (some nights/weekends; 12-15 weeks; start mid-May)**Location:** Niles

Specific job responsibilities will vary by facility. Interns will gain experience across a wide range of essential tasks, including: revenue and inventory control, programming, staff supervision, customer service, special event planning & implementation, and marketing. Positions available in the following operational areas: Athletics, Aquatic Facility Operations, General Recreation and Summer Camps, Golf Course Operations, Ice Rink Operations, Marketing, Park Services and Groundskeeping, and Tennis Facility Operations (available beginning September). Interns will have opportunities to deal with a wide range of operational duties, including cash handling and accounting, marketing, program planning and implementation, and customer service.

Patient Outreach Coordinator (GIOSTAR Chicago)**Pay:** \$10/hour**Hours:** 20/hours week (10am-3:30pm 4 days/week)**Location:** Glenview

The intern will read prepared GIOSTAR scripts to "warm leads" and other prospects with interest in our services; participate in sales consultations with patient prospects, with the intent of moving through the sales funnel; nurture the patient sales process over time by answering questions posed by patient, and emailing documentation accordingly; perform out-bound call services to prospective patients; update Customer Relationship Management (CRM) system on a daily basis; and assist in local area seminars (to educate and close patients). The intern will receive exposure to cutting edge technologies such as sophisticated Customer Relationship Management (CRM) software and the opportunity to learn about the latest digital marketing strategies, including paid search, organic search optimization, and social media (Facebook, Twitter, LinkedIn).

Administrative Assistant (True RCM Solutions)**Pay:** \$10/hour**Hours:** 20/hours week (9am-12pm; 16 weeks)**Location:** Arlington Heights

The intern will assist with credentialing calls, answering phones, printing claims, mailing claims, and processing payments.

Global Forwarding Agent (CH. Robinson)**Pay:** \$15/hour**Hours:** 20/hours week (flexible; start January; 16 weeks)**Location:** Wood Dale

Interns will have an opportunity to make an impact a Fortune 250 global company, facilitating international commerce for some of the world's most prominent companies. You will receive the support and development needed to learn the global freight forwarding business. You will be exposed to multiple facets of the logistics and transportation industry, such as: operations management; building industry and customer relationships; compliance regulations; documentation; customer service skills; and problem solving skills. Preferred candidates will be undergraduate students studying business, supply chain, logistics, communications, or a related field with less than 30 credits remaining towards graduation; with an ability to thrive in a deadline-driven, team environment while also delivering independent results. Candidates should be self-motivated, driven, and enthusiastic with a high attention to detail and the ability to multitask.

Team Assistant (State Farm Insurance)**Pay:** \$10/hour**Hours:** 10-15/hours week (Tues and Thurs 2:30-7pm and Sat 9-12pm; start January; 1-2 years)**Location:** Mount Prospect

The intern will assist with insurance, banking, and claims. The preferred candidate will be bi-lingual.

Research and Development Administrator (HRR Security Solutions)

Pay: \$9/hour

Hours: 10+/hours week (12-5pm; start January; 12 weeks)

Location: Des Plaines

The intern will research and prepare proposals for business and government contracts. Candidates can be studying any fields, but most preferred would be English, business, or accounting students.

Intern (Saranow Law Group)

Pay: Negotiable

Hours: Flexible

Location: Northbrook

The intern will learn all about the real estate tax system and appeal process in Illinois. Interns will gain valuable business management skills and social media marketing experience. The intern will assist with searching for Comparables, data entry (excel), client document drafting and management, social media marketing (blogs and website management), drafting briefs presented to County Board of Review; client intake; and invoicing.

eCommerce and Supply Chain Intern (OpticsPlanet Inc)

Pay: \$12/hour

Hours: 16 hrs/week (3+ months)

Location: Northbrook

We are looking for bright and motivated individuals who are seeking learning and career development opportunities. In this position the intern will join our Merchandising & Supply Chain Management department and learn about the operations side of an ecommerce business including supplier relations, brand management, inventory management, merchandising and supplier-sponsored marketing. This is an excellent opportunity to apply your business degree to real world scenarios and learn about how decisions are made in a fast paced corporate environment. If successful, the internship may lead to an opportunity to transition into a full-time position at the company. The intern will analyze brand and product performance using analytical tools and reports; assist Vendor Services account managers with marketing campaigns and reporting; assist merchandising team with product selection for promotions; complete competitor pricing analysis using proprietary tools and online research; manage an initiative responsible for link building using supplier partners' dealer locators; and complete projects involving analysis, tracking, reporting and coordinating with other departments. Candidates should be working towards a degree (concentration in Business, Marketing or Economics is preferred); have a positive attitude, strong work ethic, ability to multi task, a willingness to learn, attention to detail, excellent verbal and written communication skills, a sharp mind with an ability to grasp concepts quickly and work out solutions to complex logic problems, a demonstrated ability to learn by doing and taking initiative to "figure things out,; possess advanced proficiency in Microsoft Office, specifically MS Excel; and have a high comfort level with software and technology in general.

Branch Manager (College Works Painting)

Pay: Commission/Profit Based (\$4,000 minimum guaranteed)

Hours: 12-18 hrs/week in Spring and 40 hours in Summer (training either Feb 1st or March 1st)

Location: Chicago

Each selected manager will oversee the marketing, sales, management, and customer relations of a house painting business in their hometown. Training will be provided to each manager on the basics of running a business. Each manager will work closely with their district manager in the field to master the necessary skills to be successful. It's very important the student demonstrates: excellent communication skills; tremendous work ethic; and a willingness to learn. Preferred qualifications include: overall good student (high school GPA of 3.0+); work experience (does not have to be relevant to major); and has worked over 30 hours in a job before. We provide both class room style and in the field training. Interns will be paired with a District Manager who is responsible to train, manage, and coach each "branch manager" to their own success in running their own small painting branch. Each intern will learn the in's and out's of running a business. In addition, each manager comes out having a repertoire of transferable skills to use in any sector they go into in the workforce including (but not limited to): leadership, professional communication, project management, customer relations, problem solving, etc. Each intern will have the opportunity to meet students from other universities in Illinois and Indiana. Later in the program, we meet and network with interns from our Great Lakes division made up of Illinois, Indiana, Wisconsin, and Michigan.

Global Forwarding Intern (C.H. Robinson)

Pay: \$15/hour

Hours: 15 hrs/week (Fall 2018)

Location: Wood Dale

As an intern, you will facilitate international commerce for some of the world's most prominent companies. This business experience will allow you to gain knowledge that will benefit you for a lifetime. The intern will be a part of a hard working team, receiving the support and development needed to learn the global freight forwarding business. During your tenure, you will learn to manage and optimize our customer's supply chains. Interns will be exposed to multiple facets of the logistics and transportation industry, such as: operations management; building industry and customer relationships, compliance regulations; documentation; customer service skills; and problem solving skills. Preferred candidates will: be undergraduate education with fewer than 30 credits remaining towards graduation; be undergraduates pursuing a business, supply chain, logistics, communication or related major; have excellent communication skills, verbal and written; possess the ability to thrive in a deadline-driven, team environment, while also delivering independent results; be self-motivated, driven, and enthusiastic; and have a high attention to detail and the ability to multitask

Project Coordinator (Dana B. Davidson CPA Co.)

Pay: \$9-14/hour

Hours: 15-20 hrs/week (3 months)

Location: Northbrook

The intern will assist in the planning and execution of an office relocation: managing the project task spreadsheet, monitoring the progress of tasks, serving as point contact for questions, disseminating information, facilitating interactions, organizing and packing files. Students can be studying accounting/finance, project management, event planning, business, or a related field.

Research/Operations Assistant (Arlington Capital Management)

Pay: \$12/hour

Hours: 16-24 hrs/week (between hours of 8:30-5pm; 3 months or longer)

Location: Arlington Heights

The intern will participate in research activities related to ACM's proprietary investment strategy, and assist with operations in support of our investment advisory clients. Duties will include: participating in portfolio simulation audits; assist with stock and Exchange Traded Fund (ETF) research; assist with maintenance of our proprietary stock and research database; assist with audit and maintenance of key records; and other duties to be determined. This position will provide invaluable business experience, and could potentially lead to full time employment after graduation. The ideal candidate will be a self-starter with a strong desire to learn. This position is suited for a student with strong math skills, knowledge of Microsoft Excel, Word, and to a lesser extent, PowerPoint. Candidates can be studying finance or general business.

Reception Intern (Akrete)

Pay: \$12/hour to start (opportunity for promotion to Senior Intern at \$15/hour)

Hours: 40 hrs/week (generally 8:45am – 5:00pm M-F, with some flexibility for classes)

Location: Evanston

Full-time position ideal for a student working full-time to pay for their education. Daily responsibilities include front desk, answering phones, general office work. Responsibilities also include PR, Marketing and Social Media projects as assigned, and opportunity to take on increasingly challenging assignments and learn more about the industry. Training in PR, Marketing and Business topics will be provided as part of Akrete University program on a schedule determined by Akrete. Reports to the Assistant to the CEO. Some work experience is ideal, particularly if clerical or customer service. Basic working knowledge of PR and/or Mac platforms and use of basic Microsoft Office is essential; other software and digital media skills are a bonus.

HR Intern (Speedway)

Pay: \$11+/hour

Hours: 35-40/week (for summer interns; 10-12 weeks; start May)

Location: Bloomingdale

The Human Resources intern will spend time working with the local recruiting centers as well as with the Region HR Advisor. The intern will be able to shadow these individuals and spend time learning their roles and responsibilities. After training, the intern may be give some projects to complete on their own including but not limited to wage surveys, job fairs, and other HR related projects. In addition, there may be some light clerical work involved.

Personal Assistant (Pathways to Successful Living Seminars)**Pay:** \$9-12/hour**Hours:** 20 hrs/week (10-16 weeks)**Location:** Vernon Hills

We are looking for a business major to support us with putting together marketing materials, form letters and brochures for business seminars, doing research to find leads for business seminars, and additional executive assistant tasks. The intern will assist with social media, maintaining an internal database (Access), working with the Asana Project Management System, performing google drive functions, and other secretarial functions.

Brand Ambassador Intern (UCapture)**Pay:** \$10/hour**Hours:** 3-5 hrs/week (16 weeks or longer)**Location:** on campus

UCapture seeks self-motivated student leaders to work as "Brand Ambassadors" to engage and educate their campus community about our positive environmental impact. As a Brand Ambassador with UCapture, you'll lead grassroots student engagement efforts on your campus through tabling events, activity fairs, and speaking in classes, club meetings and other gatherings. You'll become an expert in our platform, so you can confidently explain how it works and how UCapture fulfills our environmental mission. Brand Ambassadors recruit new users to UCapture and educating them on how to use the platform to reduce their carbon footprint, and help their school go carbon neutral too! This position is part-time with very flexible hours. You will choose when and how much you work; target 2-5 hours per week. This allows you to stay involved with UCapture throughout the school year, dialing up and down your engagement as time permits. Bring your passion for the Environment! Candidates should show leadership, creativity, strong writing skills, an ability to work independently, and desire to be an entrepreneur.

Intern – Administration (Heeyoung Kim State Farm)**Pay:** \$10/hour (unpaid trial/onboarding period for 2 weeks)**Hours:** 15-20 hrs/week (12 weeks)**Location:** Skokie

The intern will assist with answering calls, mailings, handling claims, and social media marketing. Candidates must go through a two week evaluation period where they will job shadow and be onboarding in preparation for starting the internship pay period after two weeks.

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

Assistant to the Design Department (Renzo Co)**Pay:** \$10-14/hour**Hours:** 20 hours per week (flexible; 3+ months; possibility of full time employment)**Location:** Arlington Heights

The intern will assist with designs and graphics, such as combinations of photographs and materials for marketing and web content; Social Media content; (Pinterest, Facebook, Instagram, Shopify, Amazon); handling projects from start to finish as needed; office support and oversee office functions and workflow as required; and developing and maintaining image library files. The preferred candidate will have experience in photography and a graphic design background, studying either graphic design, fashion design, or marketing. The Intern will receive additional training in CAD Software, Photography, Industry Design, Social Media Marketing, and Business Management. The intern will use programs such as Adobe Creative Cloud; Photoshop, Illustrator, Lightroom, Microsoft; Word, Excel, PowerPoint, Shopify, Amazon, and Social Media (Facebook, Instagram, Pinterest).

Demo Area Intern (Screen GP Americas)**Pay:** \$15/hour**Hours:** 40 hrs/week (June-July)

Location: Rolling Meadows

This internship will provide the opportunity to work closely with our Demo team and learn how to set-up equipment, understand color management and paper applications. There will also be the opportunity to participate in sales demonstrations and work on projects such as assisting with the creation of a paper program and cataloging all research information we have collected.

Graphic Design: Production and Installation (Signs by Tomorrow)

Pay: \$10-14/hour

Hours: TBD

Location: Arlington Heights

The intern will assist with graphic design, production, and installation. The intern will receive exposure to all parts of the sign business incl. sales, marketing, website updates, e-mail campaigns, social media and networking opportunities. The Intern will use Adobe Illustrator.

Photography Technician (Midwest Retina Consultant)

Pay: TBD

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

Location: Arlington Heights

We are seeking a highly motivated, self-starting, energetic, reliable individual to join our busy Retina practice. We will train the right candidate to work in our photography department assisting with fundus photography and ocular coherent tomography (OCT). The intern will also assist with light office duties. Candidates must have the ability to communicate with patients, coworkers, and physicians; have computer literacy and problem solving skills; and must have a car to travel between office locations in the northwest suburbs.

Graphics Coordinator (B&D Syndicate Distributing)

Pay: \$9-12/hour

Hours: TBD (16 weeks or longer)

Location: Franklin Park

The intern will produce catalogs, sell sheets, back cards, general POS, banners, and posters.

Photography, Instagram, and Web Intern (Bows Arts)

Pay: \$9/hour

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

Location: Glenview

The intern will assist with product photography, social media updates, posting new product to our Volusion web site, and general help shipping and understanding the needs of running a small business.

Graphic Design Summer Intern (S&C Electric)

Pay: \$10-12/hour

Hours: 40 hrs/week (8:30-5pm; 12-13 weeks)

Location: Chicago (Ridge Blvd)

The intern will assist with the design, layout and production of graphics, long-form publications, digital advertising, marketing collateral, print-based advertising and other merchandising materials; make changes and updates to existing creative materials as request; build illustrations to simply explain complex processes or ideas (such as infographics); assist with other projects in support of the Marketing Communications Department as needed; complete design and production projects as assigned, within required graphic guidelines. Candidates should be pursuing a degree/program in visual communication, graphic design or related field and returning to school after the end of the internship; have a strong portfolio of print and/or web projects demonstrating excellent typography, layout and creativity; show proficiency in Adobe Creative Cloud (InDesign, Photoshop, Illustrator) and PowerPoint, plus a working knowledge of Adobe Edge, Microsoft Word and Excel; possess strong design skills and the ability to translate ideas from concept to completion; have an ability to manage multiple tasks in a deadline driven environment, working independently and as a team; and have strong written and verbal communication skills.

Graphic Designer (Trainor Printing & Promotions)

Pay: \$9-12/hour

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

Location: Des Plaines

The intern will assist with graphic design for printing and possibly work on websites. The intern will work with Adobe Illustrator and Photoshop.

INFORMATION TECHNOLOGY

IT Summer Intern (Arlington Capital Management)

Pay: \$12-15/hour

Hours: 30-35 hrs/week (M-Th; between hours of 8:30-5pm; 12 weeks; start May 13, 2019)

Location: Arlington Heights

The intern will assist with database management, systems architecture, coding, programming, and technical research data review. Potential candidates should be working towards a degree in computer science, computer programming, computer engineering, or similar subject area. They should have excellent time management and organizational skills, be detail-oriented, and have experience working with financial data. Candidates must have: self-taught knowledge about technologies outside of school program, a high Math GPA, OOP basics with any of C++, C#, Java, Html/Javascript/CSS, SQL, Excel, and Hardware/Software maintenance/troubleshooting. It would be nice for candidates to have knowledge of: Coldfusion, Python, PHP, Wordpress, JQuery, JQueryUI, Html, Bootstrap, Angular JS, Node.js, Knockout.js, Kendo, Wijmo, MSSQL, AI, Neural Networks, and Statistical Analysis.

Helpdesk Technician (Maryville Academy)

Pay: \$10/hour

Hours: 15 hrs/week (16 weeks; between 9-5; preferred start of mid-Feb 2019)

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.

Web Development/Design (Axiz Group)

Pay: \$10-12/hour

Hours: 10-15 hrs/week (8 weeks)

Location: Lincolnwood

The intern will be responsible for updating the Axiz Group website and affiliate sites as well as creating new information and eCommerce based sites. They will be working hand in hand with the VP of Development and the head of our Art Department for strategy and design. The intern will receive training in online advertising (i.e. Google and Bing). The intern will learn customer service, sales and production so they understand the entire process in which it takes to fulfill orders. By understanding the current process, they can determine the best way to bring this experience online. The intern will be exposed to a unique office that has many opportunities. They will be exposed to people of all ages and experiences where they will be encouraged to learn and grow from.

Assistant Implementation Engineer (Facility Workflow Solutions)

Pay: \$9-20

Hours: 20 hrs/week (16 weeks)

Location: Skokie

The intern will assist in the implementation of PMWeb, a construction project management software. They will have opportunities to configure the software, understand and work with the database architecture and use SQL to modify/write reports with Visual Studio.

MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE/HVAC

Automation Intern (Inland Die Casting)

Pay: \$16-18

Hours: 40 hrs/week (Summer; preferred start June 2019)

Location: Wheeling

This intern will assist with statistical process control; lean Manufacturing and 5S projects, automation/continuous improvement projects; validating equipment and processes; test methods; design procures; preparing standard reports/documentation to communicate results. Candidates can be studying mechatronics technology or engineering technology. Experience in SolidWorks a plus.

HVAC Service Intern (CaptiveAire Systems, Inc.)**Pay:** \$12-15**Hours:** 16+ hrs/week (preferably at least 2 full days)**Location:** Des Plaines and surrounding areas (sales office is in Downers Grove)

This internship will allow hands on, field experience training with our local service team. This position will involve a lot of training and observation but also hands on work with preventative maintenance of HVAC equipment and other troubleshooting work. The intern will travel to job sites with the local service team; perform preventative maintenance; repair, replace, and troubleshoot equipment under the guidance of a service technician; and assist in performing start-ups of newly installed equipment. The ideal candidate would be enrolled in a HVAC, electrical, or engineering program; and construction, electrical, or other repair experience preferred, but not required. Candidates should be able to work independently with little guidance or oversight, be enthusiastic about tackling challenges head on, and have the ability to multi-task in a fast paced environment.

Junior Estimator (Final Touch Decorating)**Pay:** \$12**Hours:** 10-15 hrs/week (16 weeks; start in March 2019)**Location:** Elmhurst

The intern will do a first level assessment of the workflow from general contractors' RFPs; perform the take offs from the blueprints and drawings for specified bid request; participate in the finalization of the proposal by Final Touch Decorating; and answer questions about the proposals from the general contractor's project manager. The preferred candidate will be studying construction management and be proficient in Planswift (required).

Drafting Intern (Burns & McDonnell)**Pay:** TBD**Hours:** 40 hrs/week (8am-5pm; 12 weeks; start in May 2019)**Location:** Chicago (W Adams)

The intern will assist technical teams of architects, designers, and engineers to create world class design on a variety of projects. This position will assist in developing computer-aided drafting design solutions. Opportunities as a Drafting Intern exist in multiple market segments and locations. Specific assignments and project work varies depending on the market segments and locations. Candidates should be pursuing a degree in computer-aided drafting and be currently enrolled with a minimum GPA of a 3.0. Candidates should have basic knowledge and experience in Microsoft Office, including Word, Excel, PowerPoint, and Outlook, have excellent verbal and written communication skills, have strong problem solving and analytical skills, be a self-motivated and eager learner, with the aptitude to grow and develop within the field.

Engineering Intern (Tektrol LLC)**Pay:** \$11**Hours:** 20-30 hrs/week (6 months; start in Jan 2019)**Location:** Crystal Lake

The student will work with Tektrol's engineering team as assigned based on skill matching. This opportunity will allow the student to gain hands-on experience in addition to receiving mentoring from his/her manager which will complement the student's studies to prepare him/her for a successful transition. The intern: will undertake and successfully complete simple or basic project/product development tasks to include any of the following: writing and/or verifying specifications, maintaining product/process documentation, testing processes, equipment, raw materials and product, and validating equipment and processes; may assist in inventing / creating concepts and designs/approaches for new products/processes/test methods; designs, procures, and fabricates simple tooling and fixtures; designs and coordinates engineering tests and experiments; prepares standard reports/documentation to communicate results to technical community; completes basic tasks on engineering documentation; will train technicians/operators on new processes and/or test procedures; identifies areas for improvement, suggests solutions, and submits idea records; builds quality into all aspects of their work by maintaining compliance to all quality requirements. SolidWorks knowledge is a plus.

Machining Intern (M&R Precision Machining, Inc.)**Pay:** \$13-18/hr**Hours:** 8-10 hrs/week (4 hour increments, 2-3 times a week; 16 weeks; start in 2019)**Location:** Elk Grove Village

The CNC Operator B has the ability to operate either vertical or horizontal machining centers. The intern will have complete responsibility for producing quality product in a timely and efficient manner and manufacture parts in accordance with set up sheets, blue-prints and customer specification utilizing the appropriate CNC equipment. Duties require on the job training and previous experience.

Interior Designer/CAD Operator (McCausland Company)

Pay: \$10.50

Hours: 20 hrs/week (2-6pm W, Th, and Fri and 1-5pm Sat; 16 weeks)

Location: Niles

The intern will research and analyze potential developments of multiunit projects to market our products; make assessments of projects that we find interesting for our products; and contact developers, GC and architects of the projects and make appointments to introduce our products and services. Candidates must have basic knowledge in drafting programs, proficiency in basic word processing, spreadsheet and database programs, and have outstanding communication skills.

CAD Product Technician/Intern (Lund Industries)

Pay: \$10-15

Hours: Negotiable (between hours of 8:30-4:30)

Location: Northbrook

The intern will create models, drawings, prototypes, and BOMs necessary for testing and producing products. Students should be studying Engineering and/or CAD/SolidWorks (must be at least moderately proficient).

Production Technician (Northrop Grumman)

Pay: TBD

Hours: 20 hrs/week (12 weeks)

Location: Rolling Meadows

The intern will set up test apparatus and conducts tests of production assemblies and units following methods, procedures, standards, and sequences; lay out and assembles units for production equipment according to designs and specifications; adjust and calibrate systems as needed; modify equipment by adding, removing, or altering components as defined by predetermined diagrams and sketches; correct malfunctions by making adjustments or replacing parts or components as directed; use hand and small power tools, and various measuring and testing devices in performing job duties; and may monitor and verify quality in accordance with statistical process or other control procedures. Candidates must: be a student who is enrolled full-time and pursuing an associate's degree from an accredited college/university; have an overall cumulative GPA of 3.0/4.0 or higher (unofficial academic transcripts must be provided at time of application by uploading the documents to your application or profile); be majoring in Electronics Technician, Manufacturing, Mechanical Technician, Machining, or any other closely related discipline; be available to work part-time (20 hours per week) for 12 weeks during the fall/spring semesters; and be a U.S. Citizen. Preferred Qualifications: experience in a manufacturing environment; experience with small assemblies requiring high dexterity; and be self-motivated, willing to learn, and interested in working in a team environment.

Junior Project Assistant (Integrated Facilities Solutions)

Pay: \$9-20

Hours: 20 hrs/week (16 weeks)

Location: Skokie

The intern will assist with managing construction projects (overall project direction, completion, and financial outcome). The position requires business management knowledge and must demonstrate leadership, organizational and time management skills, as well as have strong communication and client service skills. Candidates should be studying Construction Management, Architecture, or Engineering (or related field), and experience working on commercial construction projects is preferred (but not required). Candidates should be proficient in Microsoft Word, Excel, and Project and have the ability to learn proprietary project management software. Must have the ability to read construction documents and drawings.

Design Assistant (DDK Kitchen Design Group)

Pay: \$10-12/hour

Hours: 10-20 hrs/week

Location: Glenview

DDK is a fast paced design build firm. We design and sell kitchens and we are looking for the right person to become proficient in all aspects of kitchen design to move into a full-time position. The intern will assist designers with CAD drawing, pricing, and scheduling and use software such as CAD, Cabinetware, ProKitchen, and Excel. Candidates should have an interest in interior design or architecture.

CAD Operator/Interior Designer (McCausland Company)

Pay: \$12/hour

Hours: 20 hrs/week (16 weeks)

Location: Niles

The intern will use our CAD program to place orders with our suppliers; confirm orders with architectural drawings; place orders at the factory; confirm logistics with freight forwarders department here and in Italy; receive and inspect orders soon after they arrive to the site or to our warehouse; and make reports to the management office.

Manufacturing Technician (GCM Chicago)

Pay: \$15/hour

Hours: TBD (10-16 weeks)

Location: Schiller Park

The intern will perform CNC machine operation, CNC machine set-up, and Programming for a contract machine company with customers in the MedTec and Aerospace markets, making precision parts requiring consistent processes in aluminum, steels, exotics and plastics.

CNC Programmer/Operator (R.F. Mau Company)

Pay: \$13/hour

Hours: 16-20 hrs/week (either 8-12 or 12:30-4:30; 8-16 weeks)

Location: Lincolnwood

The intern will program and operate Haas CNC's manufacturing parts in specification with customer blueprint and measure parts to ensure specification. We will provide continued training on CNC's in a manufacturing environment with regards to operation, programming and trouble-shooting. We will train how to use measuring equipment: Optical Comparators, Drop Indicators, and Oasis Optical Measuring machines. Candidates should be studying Manufacturing Technology; prefer an intern who has completed at least MFG 144.

Maintenance Tech/Mechanical Engineering (Carlisle Construction Materials)

Pay: \$9-12/hour

Hours: 20 hrs/week (12 weeks)

Location: Franklin Park

Trouble shoot and repair industrial production equipment, installing equipment and maintaining installations, troubleshoot electrical issues, working on hydraulics, pneumatic systems, HVAC, chillers, water treatment, air compressors, and boilers. If possible, looking for someone with PLC knowledge and the ability to troubleshoot logic.

MARKETING/ PR

Order Fulfillment/Marketing Intern (Detour Sunglasses)

Pay: \$9/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.

Digital Marketing Intern (SVET Digital)**Pay:** \$9-12/hour**Hours:** 10-20 hours/week (12+ weeks; preferred start date April 2019)**Location:** Glenview

The Digital Marketing Intern will help in the execution of the firm's digital marketing strategy. This internship will offer a wide range experience including, project management, website projects, search engine marketing, email marketing campaigns, marketing automation, advertising, and social media activities. Our Intern will gain working knowledge and experience with marketing software and tools for the management of: websites, social media, blogs, CRM, Email campaigns, and analytics. Candidates should be pursuing a marketing degree or certificate.

Marketing/Sales Assistant (Ameroc Export)**Pay:** \$10/hour**Hours:** 15 hours/week (16 weeks)**Location:** Glenview

The intern will target potential customers in the foreign marketing, perform follow ups on current customers, and do research for the end users of our products in Google and LinkedIn. Bilingual in Spanish or French is a plus.

Social Media coordinator (Daniel's Jewelry and Mfg., Co.)**Pay:** \$9/hour**Hours:** 15 hours/week (16 weeks)**Location:** Glenview

The intern will help build social media facets (i.e. Instagram, etc.). The preferred candidate will be studying marketing or communication and have experience in a business/retail environment.

Social Media/Marketing Intern (The LIFE Bags, Co.)**Pay:** \$10/hour**Hours:** 10-16 hours/week (12 weeks; June-Aug)**Location:** Skokie

We are a Buy-One Give-One Bag Social Enterprise. Our mission is to make quality, stylish and functional travel wear. However, our core mission is to GIVE a bag to a child in need in order to substantively impact their life. This is not a get your feet wet type of internships. We were a start-up and now we are in the midst of growth. Some of our past interns pitched ideas with the Founder! It is exciting but tough - real work experience. Interns will get what they put into the internship. Our Founder is hands on and wants to new fresh ideas. If the Intern is looking to start their own business or work in an environment that is all about growth and change while thinking your feet. No one day looks the same. If you are looking for a desk job this is not it! Candidates can be studying Marketing, Sales, Advertising, Business & general Entrepreneurship skills; and should have basic proficiency with computers, word, excel, Instagram, Facebook, and any new social media platforms.

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 work on all aspects on the creation of videos including planning, preparation, storyboarding, video shoots, video interviews and editing creation.

Marketing Intern (eMarketing Logic)**Pay:** \$10-15/hour**Hours:** 10+ hours/week**Location:** Evanston

The intern will assist with the design and implementation of content for email marketing, social media and web sites. Candidates could be studying Graphic Design, web development, and/or marketing. The chosen candidate should be familiar with Photoshop, Illustrator and Dreamweaver; and will learn applicable strategy and some marketing platforms.

Marketing Intern (Mr. Roof and Remodeling)**Pay:** \$14/hr**Hours:** Flexible**Location:** Wheeling

The intern will assist with managing 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/Sales Intern (The Edge Sport Enhancement Training)**Pay:** \$5-20/hour (depending on performance goals)**Hours:** minimum of 10 hours/week (flexible hours; 8-12 weeks)**Location:** Glenview

The intern will develop and implemented a strategic marketing plan for a quickly growing strength and conditioning based training facility. Including, but not limited to community outreach, social media campaigns, and creation of marketing materials. The preferred candidate will be pursuing a marketing degree or be an upperclassman working towards degree completion; have strong communication skills; be able to create project timelines and follow up on deadlines; and can give and accept constructive criticism.

Digital Artist/Marketing Communications (American Products Group)**Pay:** \$9-12/hour**Hours:** 10-20 hrs/week (8-16 weeks)**Location:** Bensenville

The intern will assist with new product introduction communication stack. Candidates must be digital artists with skills in Adobe and InDesign.

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.

Social Media Intern (Splash Magazines Worldwide)**Pay:** \$9/hour**Hours:** 5 hrs/week (flexible)**Location:** Wilmette

The intern will assist with properly formatting and uploading social media posts about our articles into our established social media feeds including Facebook, Twitter and Instagram. The student will need a laptop and a high speed Internet connection.

Marketing and Communications Intern (Baker Demonstration School)**Pay:** \$12-15/hour**Hours:** 15-18 hrs/week (flexible hours between 8:30-4:30; 16-20 weeks)**Location:** Wilmette

The BAKER DEMONSTRATION SCHOOL seeks a motivated, self-starter to assist the Director of Communications & Admissions Outreach (DOC) to build and expand this new department. Responsibilities include: manage the weekly e-newsletter - identifying and writing articles, manage content submissions, editing and distributing; work with DOC to create a new template; manage social media account, boost post, re-target, etc.; pitch media stories and identify best outlets for our brand; take the lead on Baker's Podcasts and identify local /regional podcasts to pitch to; assist with and help identify Admissions Outreach Events; contribute to the development of new school brochures; write article for the school's website; attend school events (when on-site) and take photos; develop an organizational system for photo archives; and other duties as assigned.

Marketing and Sales Intern (Oneway Solutions)**Pay:** \$12-14/hour**Hours:** 20 hrs/week (preferred hours between 9-1pm or 1-5pm M-F; 16 weeks)**Location:** Northfield

The intern will assist with creating sales touchpoint materials (digital attachments); managing a social prospecting campaign to attract new customers; utilizing features that connect email to social media (LinkedIn Navigator); sending connection requests through LinkedIn, Facebook and Twitter; gathering monthly email promotion offer details for the team; requesting reviews and feedback in a thoughtful way; creating videos that share the personality of One Way and deliver helpful info; engaging with customers on social to keep the conversation going; learning about customer issues, pain points, desires (in various job titles); writing content that speaks to the needs of the customers; and sending email communications to ensure the customer has a way to stay connected. The intern will use all social media platforms (i.e. Facebook, Instagram, twitter, LinkedIn) as well as Adobe. Candidates should be pursuing a Bachelor's Degree in Marketing or related field; possess excellent written and verbal communication and customer service skills; possess creativity, flexibility, variety, and growth potential; be open-minded, a fast learner, enthusiastic, and adaptable; and be comfortable working in a casual workspace.

Communications Intern (Future Institute – Concept Schools)

Pay: UNPAID

Hours: 10-30 hrs/week (preferred hours between 8-12pm or 1-5pm M-F; flexible; 16 weeks)

Location: Schaumburg

The intern will implement communications skills and knowledge in a professional setting to expand and enhance Future Institute programs as well as help plan the World Future Forum via email, phone, and in-person meetings. Duties will include: contact program participants and communicate program areas; monitor program participant's progress; research new partnership opportunities; present programs to potential partners and funders; research competitive programs, organizations, and competitions; assist in developing a logistical plan for the programs and events; assist in developing community outreach, gathering data from internal and external resources; track and analyze program data; design social media and blog graphics (via Canva) and design digital newsletters (via MailChimp); and other tasks as assigned. Candidates should be pursuing a college degree in Marketing, Business Marketing, English, Journalism (AD/PR) or Communications – other majors with a passion for marketing and communications will be considered. Candidates should have strong organizational, logistical, and analytical skills plus a desire to work with data; basic marketing knowledge of: SEO, Social Media campaigns, Google AdWords, and Website Analytics; strong communication skills, including phone and email as well as quick responsiveness; strong writing skills; strong presentation skills; strong interpersonal and organizational skills; attention to detail; flexible and capable of managing multiple tasks simultaneously; a self-starter with a "find work" attitude; ability to work independently and in teams; must have an interest in organizing and planning logistics for the events and Conferences; ability to take direction and work as part of a team; and energetic and positive attitude a plus.

Marketing Intern (Riddell Sports)

Pay: \$13/hour

Hours: 20-30 hrs/week (between hours of 8-5:30pm M-F; 16 weeks; starts January)

Location: Des Plaines

The Marketing & Communications Intern will assist in the development of internal and external communications projects under the direction of the Communications Manager and with assistance provided by the marketing team members. The ideal candidate will have a strong working knowledge of communications, marketing and public relations principles. Day-to-day activities will include compiling daily media reports, contributing to internal communications, event planning, conducting research, offering input to integrated marketing materials, proofing and digital/social media support.

Essential Job Functions include: Writes and edits communications materials, including fact sheets, press releases, web copy, social media posts and program overviews; Compiles daily media monitoring reports for company-wide circulation; Helps coordinate shipping and receiving for event execution; Supports the company's charitable donations; Manages content for the corporate newsroom; and Provides input in development of communication/PR materials/social media. Candidates should: be able to work on multiple projects at the same time and work well under deadlines; be a college student or recent graduate majoring in Public Relations, Communications, Marketing, Journalism or related field; have experience in communications, public relations, journalism, marketing, sports management or related field preferred; possess strong written and verbal communication skills; have an interest in sports or sports equipment industry a plus; be proficient in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook; have experience using social networking platforms; have an understanding of how to operate discreetly with proprietary company information and materials; be able to maintain a high level of professionalism and is comfortable in an office environment; have the ability to multi-task and prioritize tasks successfully to meet

deadlines; have a strong organizational skills and attention to detail. This is a seasonal position that will start in January and end in May.

Marketing Assistant (Integrated Facilities Solutions)

Pay: \$11/hour

Hours: 20 hrs/week (12 weeks)

Location: Skokie

The intern will assist with: updating the new IFS website; social media updates; organizing proposal materials; performing follow ups to mass mailings; and attending local trade shows. Candidates should be organized, personable, creative, and self-motivated. Must have B2B experience or area of study.

Public Relations Intern (Akrete)

Pay: \$12/hour to start (opportunity for promotion to Senior Intern at \$15/hour)

Hours: 15-40 hrs/week (16 weeks; between hours of 8:30am-6:30 M-F)

Location: Evanston

This part-time position is ideal for students interested in PR, Marketing and Business. Daily responsibilities include front desk back-up, answering phones, general office work and media monitoring. Responsibilities also include PR, Marketing and Social Media projects as assigned, and opportunity to take on increasingly challenging assignments. Training in PR, Marketing and Business topics will be provided as part of Akrete University program on a schedule determined by Akrete. Reports to the Assistant to the CEO. No experience necessary; interest in PR, Marketing and Business is essential. Basic working knowledge of PR and/or Mac platforms and use of basic Microsoft Word, PowerPoint and Excel is essential; Adobe Creative Suite and other software and digital media skills are a bonus.

Social Media and Marketing Intern (My EarthMarket)

Pay: \$11/hour

Hours: 21-25 hrs/week (6 months)

Location: Schaumburg

The Program Marketing Intern, is responsible for helping develop and implement marketing strategy through digital advertising, social media, email, and web content. In this capacity, this Program Marketing Intern will work to understand and define the needs of the organization and related vendor partnership. This position will work with appropriate departments within the organization to implement business and marketing plans. The intern will: manage assigned advertisements (online and social media); coordinate online advertising strategy within area of responsibility by planning, analyzing, and recommends and implements successful marketing strategies to meet goals and influence audiences; partner with sales in growing and engaging current and future vendors by providing them with content that's aligned with their needs and interests; manages relationships with vendors (must be able to negotiate pricing and timing to ensure promotions remain on schedule and within budget; collaborate on development and launch of new products and benefits; create/Update reports to better analyze the success of our marketing efforts; and collaborate with other departments to maintain a consistent brand voice and message.

Online Marketing Intern (Stratosphere Networks)

Pay: \$12/hour

Hours: 16 minimum (16 weeks)

Location: Evanston

The marketing intern will work with the director of marketing to perform activities including writing content for blogs and social media, updating prospect information, inviting prospects to seminars and events, marketing recon and data entry, calling into current base for follow up courtesy calls and to drum up interest in new offerings, as well as other sales and branding related activities. The ideal candidate will have experience with writing articles, assisting with and organizing promotional events, and preparing reports on marketing metrics. Excellent communication and analytical skills are a must. Essential Duties and Responsibilities: manage daily administrative tasks to ensure the marketing department runs smoothly; analyze market trends and competitors' marketing activities; gather and analyze consumer behavior data (e.g. web traffic and rankings); maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives; improve reach to customers through social media campaigns; reporting performance and assess against goals for ROI and KPIs; and assist with organizing events for clients and prospects. Qualifications: strong communication skills, including both journalistic and creative writing, editing and information organization; strong attention to detail and superior project management skills, including the ability to manage multiple projects at once; social media knowledge; ability to work well as part of a cross-functional team environment; ability to analyze problems and strategize for better solutions; strong

organizational, presentation, and customer service skills; detail oriented and must be experienced with tools such as Word, Excel, Etc.; skill in planning and preparing written communications; self-motivated with the ability to work in a fast-paced environment; ability to multi-task and adapt to changes quickly.

New Account Manager & Marketing Intern (Eric Esch Insurance & Financial Services)

Pay: \$10-15/hour

Hours: 15 hrs/week (Weekdays 3-6pm or weekends 10-4pm)

Location: Glenview

The intern will work local community events (giveaways, lead generating), organizing such events with assistance from supervisor, prospect marketing (phone calls, mailings) new account onboarding (documentation follow up, mobile/internet enabling). The intern will get face to face customer and prospect interaction. This is real work, not shuffling papers and getting coffee. Interns will get a true understanding of day to day business operations.

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.).

Social Media, Video Editing, and Graphic Design Intern (@properties)

Pay: \$9-15/hour

Hours: 10-20 hrs/week (flexible)

Location: Northbrook

The intern will assist with creating video and editing to show the life of a real estate agent, such as everyday tasks, negotiations, client testimonials, and showing properties. Candidates should have a deep knowledge of social media (Facebook, Instagram, LinkedIn, YouTube) and experience in graphic design.

Data Analytics/Social Media Marketing/Inside Sales (BevStrat)

Pay: \$10.50/hour

Hours: 30 hrs/week (10am-4pm, M-F; 16 weeks)

Location: Highland Park

The intern will provide administrative support to off-site sales team and brand ambassadors through data driven sales calls; must understand the power of social media and be fluent with Twitter, Facebook, Pinterest, Instagram and LinkedIn to track potential opportunities; call businesses and speak to buyers to sell brands and set appointments for off-site sales team; perform light administrative duties; and assist with online research and data mining to pull targeted lead lists for off-site sales. Candidates should be highly Organized, have attention to detail; knowledgeable in Microsoft Office, Excel, Word, Google sheets, docs; have exceptional communication and interpersonal skills, both verbal and in writing. Must be a self-starter and able to work independently with little supervision; fluent in speaking Spanish a plus but not a requirement.

Social Media Coordinator (S & S Concepts)

Pay: \$9-12

Hours: 10-15 hrs/week (8-12 weeks)

Location: Elk Grove Village

The intern will create profiles and develop a social media program, using platforms such as Facebook, Twitter, YouTube, etc.

Sales/Marketing Intern (Semler Industries)

Pay: \$12

Hours: 10-20 hrs/week during school; 40 during summer (between 7am-5pm; 16 weeks)

Location: Franklin Park

The intern will assist salesmen, project managers, development, marketing and customer satisfaction to research and develop markets and various databases to develop market-specific prospective customer lists (this includes a good portion of cold calling and screening potential customers); develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and record, organize and report responses to management; research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities; use various resources, free and pay-for-service, to obtain data lists and sort accordingly; support brochure development with marketing firm (as needed); prepare sales call reports in concise and priority oriented fashion; and complete articles, blogs or "briefs" on successful projects as deemed appropriate. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and PowerPoint. Must be able to speak, write, and comprehend written and verbal instruction in English.

Social Media Marketing Specialist (Big Mouth Marketing)**Pay:** \$9**Hours:** 10-20 hrs/week (8-16 weeks; could lead to permanent part-time position)**Location:** Elk Grove Village

We are looking for a highly motivated Social Media Specialist to build and execute social media strategies through competitive and audience research, set up and optimize company pages within each social media platform. To name a few platforms; Facebook, LinkedIn, Instagram, Twitter, etc.

MEDIA/COMMUNICATIONS JOURNALISM/ ARTS/THEATRE/EDUCATION**Instructor** (NanoBeasts STEM+Robotics)**Pay:** \$12-15**Hours:** 5 hours/week (8-16 weeks)**Location:** Naperville

The instructor will teach one hour STEM lessons at a local public school as part of an afterschool program.

Content Writer/Business Analyst Intern (World Corner)**Pay:** Stipend TBD**Hours:** TBD**Location:** Lincolnshire

The intern will develop and create content for print, digital media. Well-researched and accurate content will be produced on tight deadlines. Excellent writing, spelling, and understanding of grammar are essential to the role. Candidates should: have excellent verbal and written communication skills; have an excellent grasp of English language; be creative and innovative thinker and planner; be confident in producing work across multiple platforms; be able to align multiple brand strategies and ideas; and be able to converting ideas and high level requirement into business requirement documents. Candidates should have proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) and Google Docs and familiarity with keyword placement and SEO.

Early Care and Education Intern (Bright Horizons at Evanston)**Pay:** \$10**Hours:** 5-20 hours/week (up to 16 weeks)**Location:** Evanston

Internship, observations, and volunteer experiences available in early care and education for children of 0-6 years, including work for culinary arts students in the full service kitchen on site.

Dance Instructor (Move the Beat)**Pay:** \$TBD**Hours:** 10-20 hours/week (evenings)**Location:** Des Plaines

The dance instructor will execute group and private dance lessons, create curriculum and choreography, and assist with day-to-day business operations.

Editor Internship (The Borgen Project)**Pay:** UNPAID

Hours: 17 hours/week (flexible)

Location: telecommute

The intern will edit articles for the blog and magazine. Interns must attend orientation and training the first and third Monday of their internship at 4pm PST. Interns will be expected to: raise \$500, call and email Congress weekly, mobilize people to email congress, fact check, provide writers with feedback on their work, and SEO and source code.

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY

Medical Billing Specialist (KGH Autism Services)

Pay: \$10-12/hour

Hours: 20 hrs/week (8-16 weeks; preferred 9am-1pm, but flexible; preferred start June 3, 2019)

Location: Deerfield

The intern will be processing insurance claims and going through the whole medical billing process.

Plant Health Care Internship (Nels J. Johnson Tree Experts)

Pay: \$12/hour (or more depending on experience)

Hours: 32-40 hrs/week (12-16 weeks; preferred start May 15, 2019)

Location: Evanston

The intern will work on the Plant Health Team treating high consequence diseases and insects in trees. The intern will perform injection based treatments (training provided on job to use both macro-injection system and Arborjet micro-injection gun) and will receive introduction to other areas of Plant Health and Tree Maintenance departments. Previous experience in the field is not required, but interest in Forestry, Horticulture, Environmental Sciences or similar is strongly desired. Candidates must have a valid driver's license and current IL operator pesticide license (or ability to obtain upon employment); strong verbal and written communication skills required for interaction with clients on regular basis; be comfortable working independently on a regular basis; the ability to work 40+ hours a week, with some Saturday work; and the ability to lift 30+ lb water tanks.

Science Undergraduate Laboratory Internships (Office of Science/US Department of Energy)

Pay: Paid

Hours: TBD

Location: TBD

The Office of Science / US Department of Energy is pleased to announce paid research internship opportunities for undergraduate students majoring in areas of Science, Technology, Engineering, and Mathematics (STEM) for the Fall of 2019. The application system for the 2019 Fall Term Science Undergraduate Laboratory Internships (SULI) program is currently open, with all applications due by 05:00 PM Eastern Time on May 29, 2019. The Science Undergraduate Laboratory Internships (SULI) program places students from 2 and 4 year undergraduate institutions as paid interns in science and engineering research activities at DOE national laboratories and facilities, working with laboratory staff scientists and engineers on projects related to ongoing research programs. Appointments are for 16 weeks during the Fall term, are open to US Citizens and US Lawful Permanent Residents, include a weekly stipend, reimbursement for one round trip domestic travel to the participant's host DOE laboratory, and possibilities for a housing allowance. More than 850 internships are sponsored annually. Application is online. Full program information and descriptions, including links to the online application system, are available at: <http://science.energy.gov/wdts/suli/>

Office Intake Coordinator (Maryville Academy)

Pay: \$9/hr

Hours: negotiable (16 weeks preferred)

Location: Des Plaines

The intern will file reviews, perform data entry, assist with graphing and table construction in Excel, possibly assist with social media as related to quality, and other clerical duties as needed. The intern will use Microsoft Office Suite, especially Excel, eVOLV (EMR software). Training will be provided but intern should have familiarity with Microsoft Office and a Windows operating system environment.

Forestry Intern (Village of Mount Prospect)

Pay: \$13-14/hour

Hours: 40 hours (Summer 2019)

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.

Lab Intern (Polyform Products)

Pay: \$12/hour

Hours: 20+ hours (8am-4pm or 7am-3pm; 16 weeks)

Location: Elk Grove Village

The intern will perform basic lab work. The individual would need to be able to read/follow a batch recipe, weigh out ingredients using a scale, and record basic information on a data sheet. Additionally they will use a pasta machine or roller to make clay chip samples and baking them in an oven. This will be for new product development projects and reformulations of current items. They will work with lab equipment and directly with a chemist who has over 20 years of experience. She will teach them about formulating, developing new items and how to run experiments. The intern will receive hands on lab experience, learning how to formulate, test and report findings. Preferred field of study: science, engineering, business.

Receptionist (Rand Medical Center)

Pay: Unpaid

Hours: 20 hours (Mon, Tues, and Thurs; 16 weeks)

Location: Mt Prospect

The intern will assist with scheduling patients; using strong communication skills to confidently explain information and converse with patients; registering new patients in the EHR (Practice Fusion and the billing program (Kareo); verifying insurance; assisting patients to the exam rooms; and billing and submitting claim to the clearing house.

Office Intake Coordinator (Vision Home Health Care)

Pay: \$9-12/hr

Hours: 20 hrs/week - 40 hrs/week during summer (16 weeks, renewable)

Location: Mount Prospect

The intern will coordinate all aspects of health care for the client from intake through discharge, including writing the referral and coordinating services through the certification period; schedule all clinical and therapy services and follow-ups to maintain compliance with State and Federal regulations; contact Doctors' offices to request and receive Physicians' Orders and signed Plans of Care for our patients; be responsible for general office management, including answering telephones and filing of medical documents; and work with the Quality Assurance Nurses and the Director of Nursing to speed up transmission and receipt of signed patient face-to-face encounters to enable timely submission of Pre-Claim Review documents.

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES

Special Events Intern (Les Turner ALS Foundation)

Pay: \$13-15/hour

Hours: 20 hrs/week (3 days a week; May-Sept 2019)

Location: Skokie

The Intern's primary focus will be to provide support to the fundraising team in the execution of the Strike Out ALS 4K and 1 Mile Run, Walk & Roll, and the ALS Walk for Life. The intern will assist with recruitment of participants; pre and post-event communication; event registrations; fielding questions pertaining to event websites and online fundraising; attending and providing on-site help to the special events; and assisting with event follow-up administrative tasks. Candidates must have a car and a valid driver's license and insurance; proficiency with Microsoft Office applications; possess the ability to interact professionally with members of staff, board, vendors, volunteers, and Foundation constituents; be dependable and detail orientated; have excellent writing skills; and be able to successfully handle multiple projects, meet deadlines, and work independently as well as part of a team.

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.

Advocate (The Borgen Project)**Pay:** UNPAID**Hours:** 4 hours/week (flexible)**Location:** telecommute

The intern will serve as an ambassador for the world's poor and build awareness of the issues and ways people can help. Advocates will be expected to: raise \$500, met with 1 congressional leader, teach 50 people how to call Congress, mobilize 100 people to email congress, and attend 4 networking events. A variety of positions are available, including HR, PR/Marketing, writing, and journalism. More information can be found at <http://borgenproject.org/telecommute-internships/>

Museum Collections/Photography Intern (Niles Historical Society)**Pay:** Unpaid**Hours:** 16 hrs/week (8 hrs/2 days a week; 8am-4pm; 3 week minimum with likely extension possible)**Location:** Niles

The Niles Historical Society needs interns to assist the museum curator in the collections department. This internship is great experience for any students interested in a career in museum curation or photography! The interns will assist the museum curator with accessioning items into Past Perfect, the museum collections system used around the world. The museum has an extensive collection and needs to photograph every one.

Behavior Therapist (KGH Autism Services)**Pay:** \$14/hour**Hours:** minimum 10 hrs/week (between hours of 3-8pm; minimum 1 year commitment)**Location:** Deerfield

The intern will provide direct ABA therapy to clients with ASD in our clinic, in their homes and/or community setting. Therapists collaborate closely with Board Certified Behavior Analysts by providing input and assistance on cases, preparing and/or assisting in the preparation of instructional materials, and implementing Behavior Intervention Plans (BIP). Position requirements: a high school diploma, or Equivalency, previous childcare experience required, and previous experience working with individuals with Autism Spectrum Disorders is preferred. Candidates can be studying psychology, education, or a related field.

Marketing/Communications Intern (Clean Up – Give Back.org)**Pay:** \$50 monthly stipend**Hours:** 8-10 hrs/week (Sept-Dec)**Location:** Des Plaines

The intern will assist with organizing cleanup campaigns in the area, and marketing through social media, create ads, newsletters, possibly applying for grants if they like this type of work, and also meeting with students starting chapters if schedule allows.

Special Events Intern (Les Turner ALS Foundation)**Pay:** Paid (tba)**Hours:** 24 hrs/week (May-Sept)**Location:** Skokie

The intern will provide support to the fundraising team in their execution of special events for the Foundation. This will include assisting with recruitment of participants, event communication, data entry of event responses, field questions, the development and execution of event materials, online donations, answering phones, database updates, and mailings.

Research and Development Internship (Voice of Silence)**Pay:** Unpaid**Hours:** Flexible**Location:** Hanover Park

The intern will assist with research on published articles of juvenile justice system and needs of reformation, blog writing, marketing and promotion, and selling online.

Advocacy, Education, and Research Internship (Jewish Coalition Against Sex Trafficking)

Pay: \$500 stipend/semester

Hours: 10 hours/week (flexible; 16 weeks)

Location: Northbrook

The Jewish Coalition Against Sex Trafficking (JCAST) Chicago's mission is to work to eradicate sex trafficking in the Chicagoland area through public awareness, community engagement, and advocacy at local, state and national levels. JCAST works collaboratively with grassroots leaders, houses of worship, secular organizations, government agencies, and experts offering educational programs addressing the critical threat of sex trafficking and to advocate on behalf of sex trafficking survivors. Position responsibilities include Education/Public Awareness (conduct outreach to faith-based and secular organizations, contribute to social media, plan and co-execute educational programs, including Speakers' Bureau training); Advocacy (research and track local, state and federal bills, regulations, policies and legislation; partner with other organizations and lay leaders working with Evanston leaders to create the first sex traffic free municipality in Illinois; create and post action alerts and monthly newsletter for JCAST Chicago list-serv; co-Write letters to and Op-Ed pieces for local newspapers; plan and implement visits for members with local, state and federal elected officials); and Research (research existing anti-sex trafficking task forces, coalitions and agencies in Illinois and across the county; conduct evaluation of JCAST Chicago programs and the coalition using survey monkey, key informant interviews, and participant interviews; conduct literature reviews and prepare summaries for E-News and staff; assist with writing of grant applications).

Life Enrichment Intern (Covenant Village of Northbrook)

Pay: Unpaid

Hours: 12-20 hours/week (12-16 weeks; preferred start 2/12)

Location: Northbrook

The intern will assist residents with daily activities, have one-on-one conversations with residents, assist with party planning and set-up, perform geriatric research, etc.

Social Service Aide (Greek American Rehabilitation and Care Centre)

Pay: Unpaid

Hours: 16-20 hours/week (approx. two 8 hour days/week; 16 weeks)

Location: Wheeling

Internship candidates will work alongside a highly focused and well-trained Interdisciplinary team of professionals to assist in understanding and addressing the medically complex psycho-social needs of Resident's and their families in the nursing center setting.

Activity Assistant (Covenant Retirement Communities)

Pay: Unpaid

Hours: 15 hours/week (9am-12pm, 1-4pm, or 2-5pm; 10 weeks)

Location: Northbrook

The intern will assist, lead and participate in activities as assigned in the residential facility, assisted living facility and health facility; push resident wheelchairs when needed; organize, clean and maintain activity supplies and storage areas as needed; maintain contact with room-bound patients in the Health Facility to provide for their special needs; maintain and circulate the library cart and recorded tapes in the health Facility when assigned; maintain daily charting of participation of residents; attend and participate in departmental staff meetings and in-service training sessions; develop and produce materials and bulletin boards appropriate for promoting activities in all levels of care as assigned.

Social Services Intern (Maryville Academy)

Pay: \$10

Hours: 10 hours/week (flexible; 8-10 weeks)

Location: Des Plaines

The intern will assist the Medicaid Specialist and the System Implementation Specialist with reviewing client records to support compliance with the Medicaid Community Mental Health Services Program (Rule 132); conduct technical assistance reviews with program staff to increase compliance with Rule 132; and provide support to System Implementation Specialist during training sessions. Preferred field of study/major and skill sets include Social Work, Psychology, and Human Services.

Various Internships (The Chicago Council on Global Affairs)**Pay:** Unpaid**Hours:** 15 hours/week**Location:** Chicago

Numerous positions are available in a variety of specialties, such as communications, development, global food and agriculture, office of the president, programs, and studies. For more information, please visit <https://thechicagocouncil.org/about/internships>

Direct Support Professional (Rimland Services)**Pay:** \$10-12.50**Hours:** 9 hours/week (between hours of 7:30am-4pm, M-F; minimum 1 semester)**Location:** Evanston

Our mission is to provide realistic and essential supports to adults with autism. The intern will complete daily logs 1 paragraph of the clients activities through the day; track goals of the individual clients that they are assigned to; complete behavior report; participate and motivate client doing everyday activities; participate and motivate client to do Zumba and Yoga exercises; and participate in activities in the community.

POLITICAL/GOVERNMENT

Intern (Office of Senator Ram Villivalam)**Pay:** Stipend**Hours:** 10-20 hrs/week (flexible; 12-16 weeks; start May 6)**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.

Spring Intern (State Representative Marty Moylan)**Pay:** UNPAID**Hours:** 5 hrs/week (11am-4pm on Wednesdays, negotiable; 12 weeks)**Location:** Des Plaines

The Intern will gain valuable experience learning the functions of an elected official's in-district office, and perform general office tasks geared at constituency outreach including: Data Entry; answering telephones; assisting with constituent casework; and other miscellaneous tasks, as required. This internship is unpaid. State Representative Marty Moylan's office will cooperate with schools and universities in students seeking class credit. Any field of study is eligible but preference will be given to those studying or pursuing careers in public administration, political science, history, and other humanities.

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.