

## Internship Opportunities – Sept 19, 2019

*(Recently listed opportunities in blue.)*

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

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

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

### ACCOUNTING/FINANCE/ECONOMICS

#### **Finance Intern** (Timber Hill Group)

**Pay:** \$12/hr

**Hours:** 15 hours/week

**Location:** Rosemont

The intern will assist with finance department projects. Full job description to be posted shortly.

#### **Accounting/Bookkeeping Specialist** (NHS Global Events)

**Pay:** \$12-15/hr (plus commission on performance and returns prepared)

**Hours:** 10-20 hours/week (12-16 weeks)

**Location:** Skokie

The intern will assist with checking company bank statements; dealing with financial paperwork and filing; balancing accounts; processing sales invoices and payments; following up on invoices via email; managing financial reports; monitoring the billing cycles for the company, including sending out monthly requests to hotel to obtain information for invoice creation; communicating with clients and senior management on delinquent invoices; working to resolve any discrepancy between invoices generated and invoices paid; ensuring strict adherence to the firm's Billing Policies and Procedures; and proactively seek and identify enhancements to existing practices. Candidates should have proficiency in MS Office 365 (excel) and QuickBooks.

#### **Tax Preparer** (Jackson Hewitt Tax Service)

**Pay:** \$10-12/hr (plus commission on performance and returns prepared)

**Hours:** 20+ hours/week (flexible hours; open 7 days a week 9am-8pm; 4 months)

**Location:** Niles

Gain a valuable skill that can earn you an amazing opportunity – use your tax-preparation knowledge to help others and give back to your community. Knowledgeable tax preparers are in high demand, and you can have the chance to jump-start a great career with the potential for growth. You can learn in a classroom setting with an instructor. You can even learn online, on your own time, with assistance and support from your local Jackson Hewitt office. The Jackson Hewitt Basic Tax Preparation course is developed by our Award Winning Learning Group. In fact, Jackson Hewitt is the only tax preparation company in the nation to be selected among CLO Magazine's LearningElite, for the exceptional training programs we offer! Join us now and learn from the best! Here is a peek at the topics covered in our course: Filing requirements and filing status; Exemptions and dependents; Income, such as employee compensation, interest, dividends, alimony, retirement distributions, unemployment compensation, Social Security benefits, and other income; Capital gains and losses; Adjustments to income, such as moving expenses, the IRA deduction, and education benefits; Standard deduction and itemized deductions; Credits, such as the Child and Dependent Care Credit, Education Credits, Saver's Credit, Child Tax Credit, and Earned Income Tax Credit; filing a return, including electronic filing, refund and payment options, estimated tax payments, and amended returns; practices, procedures, and ethics.

#### **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.

## **BUSINESS/SALES**

### **Sales and Marketing Support (AllPoints Foodservice Parts & Supplies)**

**Pay:** \$12/hour

**Hours:** 25 hrs/week (1-6pm)

**Location:** Mt. Prospect

This position will work in a call center atmosphere, placing customer order via phones, email and fax.

### **Sales and Marketing Support (Exhibitus)**

**Pay:** \$10/hour

**Hours:** 12 hrs/week (8 weeks; preferred start Oct 15, 2019)

**Location:** Itasca

This temporary position will support our local sales and marketing efforts. The individual will work with the sales team in generating target prospect contact information and data. They will do research on various vertical markets. They may get involved in client projects.

### **Internship (Total Airport Services)**

**Pay:** Unpaid (unless candidate qualifies for paid internship with Cook County Workforce Partnership)

**Hours:** 20 hrs/week (3-4 months)

**Location:** Chicago

The Human Resources Intern will directly assist the Human Resources Manager with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and volunteer intern programs. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest and apply them in a professional setting. He or she will gain a better understanding of the role that Human Resources can play. The candidate will also have opportunities to network with the programs, finance, and development staff.

### **Internship (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. The intern will learn about the insurance industry, brand promotion, Microsoft office skills, cross-cultural skills, data analytics, customer communications, and professionalism in an office environment. 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.

### **Sales Caller (State Farm)**

**Pay:** \$10

**Hours:** Flexible (between 8am-5pm)

**Location:** Evanston

Interns will be required to make outbound calls throughout their shift in order to generate leads for the office. The leads will be given to Cody and Nancy, who are licensed, to be processed. For each lead given there will be incentives to encourage volume of calls/leads.

### **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 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.

**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.

**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.

**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.

## **INFORMATION TECHNOLOGY**

### **IT Helpdesk Intern (Alera Group)**

**Pay:** \$12

**Hours:** up to 20 hrs/week (flexible; between 9-5 M-F; 12-16 weeks)

**Location:** Deerfield

The intern assist with setting up VPN connections for remote employees; setting up Bitlocker drive encryption on laptops; mobile device enrollment and setup; setting up email accounts and Outlook profiles; tier1 Help Desk tickets and miscellaneous support requests; and following up with end users. The ideal candidate will possess a willingness to learn; basic problem-solving skills; an ability to adapt well; an ability to work well in a team; strong Attention to detail; a professional attitude and reliability; and ability to multi-task. Candidates should have a strong knowledge of Windows Operating systems; basic understanding of Microsoft Active Directory; basic understanding of Microsoft Office Suites; an understanding and setup of mobile devices; an understanding of basic computer networking concepts; Desktop & Laptop troubleshooting skills; experience with software installations and setup; strong documentation skills; strong communication skills both in person and over the phone; and the ability to lift 25 lb. + equipment.

### **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; 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.

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

**Fire Protection Design Intern (CAD) (Ahern Fire Protection)**

**Pay:** \$15-18

**Hours:** part-time during school, full-time in summer (between 7:30am-4:30pm, M-F)

**Location:** Schaumburg

This is a great opportunity to use your degree while playing a key role on various fire suppression system projects. As a Design Intern you will exercise your attention to detail while designing the layout of fire alarm systems and special hazards fire protection systems using an AutoCAD based software. Additional responsibilities include computer generated hydraulic calculations, submittal drawings to obtain required building permits, 3D BIM coordination using NavisWorks, project scheduling, on-site field surveys, material stock listing for pre-fabrication, installation drawings, and prepare close-out and project operation and maintenance documents. Prior experience working in AutoCAD and strong math and analytical skills is preferred. Candidates should be currently pursuing an associate or bachelor's degree in a related field. Knowledge of the construction industry is helpful. Candidate should be available to work part time hours during the work week during the school year and full time hours in the summer.

**CNC Operator (Hydra-Stop)**

**Pay:** \$17

**Hours:** maximum 30 hrs/week (day shift; 16 weeks)

**Location:** Burr Ridge

The intern will assist with CNC Operating, setup, edit programs G&M code, and material handling.

**Design Assistant (Office by Design)**

**Pay:** \$11-15

**Hours:** 10-20 hrs/week (16 weeks; Preferred start Sept 2019)

**Location:** Northbrook

The intern will assist with AutoCAD drawing, space planning, library upkeep, and design. The preferred candidate will be studying design or Architecture; all potential candidates must be proficient in AutoCAD and Microsoft Office. We are a small company so the intern will be exposed to all aspects of the commercial design process. Opportunity for permanent position upon graduation.

**Manufacturing Intern (Nemera)**

**Pay:** \$10-12

**Hours:** 40 hrs/week (M-F, 7-3:30 or 8-4:30; Summer)

**Location:** Buffalo Grove

The intern will work with the manufacturing manager and production supervisors, and will collect data, complete data entry, write job aides and clean and organize production areas in Building 600.

**Maintenance Intern (Nemera)**

**Pay:** \$12-15

**Hours:** 40 hrs/week (M-F, 7-3:30 or 8-4:30; Summer)

**Location:** Buffalo Grove

The intern will work with the spare parts coordinator and the manager of maintenance systems, and will categorize spare parts and re-organize parts storage, and will also receive new parts and notify technicians when parts arrive.

**Technology Intern (Nemera)**

**Pay:** \$12-15

**Hours:** 40 hrs/week (M-F, 7-3:30 or 8-4:30; Summer)

**Location:** Buffalo Grove

The intern will work with the technology manager, the summer worker will update CAD files on plant floor layouts and location measures of all equipment. This role requires experience in CAD (Computer-Aided Design Software).

**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.

**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.

## MARKETING/ PR

**Marketing and Sales Intern** (Oneway Solutions)**Pay:** \$12-14/hour**Hours:** 20 hours/week; 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; sending email communications to ensure the customer has a way to stay connected.

**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.

**Social Media and Marketing Intern** (AO Marketing + Promotions)**Pay:** \$9/hour**Hours:** 8-10 hours/week (flexible and telecommute options; 12 weeks; preferred start June 3)**Location:** Evanston

The goal of this internship is to create and optimize various social media profiles for AO Marketing + Promotions. Assignments include making daily posts with relevant hashtags and interacting with the public on multiple platforms. Based on post interaction analytics, the intern will be responsible for creating a content database and developing a social media strategy for future employees. Business, Marketing, or Communications students may be best suited for this position. Applicants should be familiar with the digital media landscape and able to create professional, on-trend content for social media platforms. Experience using Facebook, Twitter, LinkedIn & Instagram business pages preferred. Interns will have an opportunity to

learn how a small business can tackle marketing and branding from conception. Because AO Marketing + Promotions is a young company, this internship might appeal in particular to students who are considering launching their own business. This position will provide interns with first-hand experience resolving some of the challenges that confront small business owners every day.

**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!

**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 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 internal 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 (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 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 & 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 eNewslettter; 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.).

**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.

**MEDIA/COMMUNICATIONS /JOURANALISM/ ARTS/THEATRE/EDUCATION**

**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**

**Pharmacy Technician** (RxPerts Pharmacy Chicago)

**Pay:** \$10-12/hour

**Hours:** 10-15 hrs/week (Friday 1:30-10pm and Sunday 6:30am-4pm; 16 weeks; preferred start Aug 5, 2019)

**Location:** Morton Grove

The intern will fill and package orders, prepack our fast moving medications, stock shelves, and replenish various kits (e-kit, IV).

**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.

**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 oriented; 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, meet 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.

**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).

**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.

**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.

## PARALEGAL

**Intern** (Brigitte Schmidt Bell)**Pay:** \$12/hour**Hours:** 12 hrs/week (Sept-Dec, 2019)**Location:** Evanston

The Intern will cover phones, handle filing both paper and electronic items into appropriate places, organize archived e-mails after a technical overhaul to the office system, and conduct research for cases when needed. Candidates should be studying Paralegal studies with some focus on Family Law. Major skill sets should include: organization, computer/technical skills, good decision making

skills, efficient use of time, prioritizing tasks appropriately, and initiative. The intern will have the opportunity to see what it is like to work in a law firm and what the day-to-day tasks are and how they change daily. The candidate will learn how to tailor their work product for the three different attorneys at the firm. The opportunity to input intake interview information, run conflict checks, learn how to docket or efile, and attend a court date will be available. The intern will learn how to use legal technology and see how this office manages client files. The intern will learn how to efile documents with the court. Learning how to produce high-quality work, free from error and on-time will be an asset to the intern.

## **POLITICAL/GOVERNMENT**

**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.