

## Internship Opportunities – Feb 12, 2020

*(Recently listed opportunities in blue.)*

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

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

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

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

### ACCOUNTING/FINANCE/ECONOMICS

#### **Accounting Assistant** (Adrenaline Special Events)

**Pay:** \$10-15/hr

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

**Location:** Palatine

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

#### **Accounting Assistant** (Law Offices of Virginia Prihoda)

**Pay:** \$13/hr

**Hours:** 16- 20 hours/week

**Location:** Chicago (Oakley)

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

#### **Accounts Receivable Specialist** (Diversified Foodservice Supply)

**Pay:** \$12/hr

**Hours:** 20 hours/week

**Location:** Wheeling

The intern will perform Accounts Receivable Portfolio Management, such as meet minimum calls to customer per day; perform account reconciliations, research and resolve payment discrepancies; investigate and resolve customer queries; review AR aging to ensure compliance; maintain accounts receivable customer notes; files and records; generate age analysis/reports; process adjustments credits/returns; generate and send out statements and invoices; carry out collection and reporting activities; follow up on allocated payments; evaluate orders for release to customer AR Accounts; prepare and charge all credit card customers on a routine basis; follow up on expired cards; follow up with customers on discrepancies/disputed credit card charges; and clean up customer accounts. Candidates should have: Intermediate to Advanced Excel; Microsoft Suite; critical thinking and strong problem solving skills; good verbal and written communication skills; attention to detail and accuracy; organizational skills; customer service mindset; and be results oriented.

#### **Accounting Assistant** (Rico Industries)

**Pay:** \$10-13/hr

**Hours:** 20 hours/week (10 weeks)

**Location:** Niles

The intern will assist with chargebacks, reconciliation, customer contact, collection help, process of JEs and month-end accounting transactions. Candidates must be proficient in Microsoft Office suite.

#### **Financial Planning Intern** (The Next Level Planning Group)

**Pay:** UNPAID

**Hours:** 14-40 hours/week

**Location:** Chicago (Higgins Rd.)

The intern will assist financial planning staff in the creation and analysis of financial models and financial plans; gather and prepare data for financial plan review meetings with clients; conduct research regarding financial products, including investment opportunities, which may meet certain client needs; conduct research regarding specific financial planning strategies; create educational materials for use with clients; and analyze, revise, and develop business systems and processes. Interns also complete and present a project selected from an area of interest within the financial services industry. Candidates should be studying Business, Accounting, Financial Services, or Economics, and be proficient in Microsoft Office (Excel, Word, Outlook & PowerPoint). Interns at TNLPG complete weekly supplementary educational opportunities, including case studies, a reading list, summary papers, and weekly meetings with financial planning staff.

**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.

## **BUSINESS/SALES**

**Sales/Marketing Executive (AQL Technologies)**

**Pay:** \$9-13/hour

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

**Location:** Park Ridge

AQL Technologies is full-service 11 years old IT consulting and software development firm headquartered in Chicago land with global delivery capabilities, providing custom software-consulting and development services. AQL is an industry recognized Microsoft Gold Partner and for well over a decade we have built a legacy of innovation and partnerships by creating smart, cutting-edge solutions for an ever-changing global marketplace. The Sales Executive's key responsibility is selling AQL's IT consulting services and manage the sales life-cycle. They will also: help to identify, profile and address new business accounts and sell software application IT services across various lines of business; help to identify opportunities and challenges and create strategies to maximize software services sales; regularly assess performance against goals, achieve sales goals; help to engage in new and existing client development activities which includes cold calling, sourcing, qualifying initial clients, identifying potential end users/decision makers, establishing contact relationships, follow-up client visits; help to determine and implement appropriate marketing techniques for the clients; help to regularly touch base both prospective and current clients to build relationships and sell services offered by AQL and ensure customer satisfaction. Candidates should have exceptional planning, organization and time management skills; be a self-starter; be a strategic and innovative thinker; be goal oriented with ability to meet deadlines and handle multiple tasks under pressure; have excellent communication, interpersonal and organizational skills; be able to successfully interface with the client managers; and be proficient with Microsoft Office tools including Word, Excel, PowerPoint, Outlook.

**Service and Operations Associate (Rental Max)**

**Pay:** \$12+/hour

**Hours:** 15-20 hrs/week (flexible schedule but must work Saturdays; up to 16 week; preferred start June)

**Location:** Lake Zurich or Joliet, other locations possible

The intern will provide excellent customer service; check rental contracts to be sure the right equipment goes out; prep equipment, if necessary; set out equipment in outside display area each morning; remove equipment from outside display area each evening; check fluid levels and test operation of equipment before loading; load and unload a variety of tables and chairs; clean tables and chairs after use; fill propane cylinders; load and unload equipment; secure loaded equipment per company procedure; clean vehicles and

equipment (pressure washing) according to company procedure; keep work station clean and stocked with service tags and fuel; deliver and pick up equipment and supplies as needed; check equipment for damage upon return, report damage and fill out service tags for all returned equipment; assist in parts and inventory stocking; organize equipment in yard; maintain clean physical facilities; mow grass, maintain plants, clean yard and parking lot; report safety violations to supervisor; maintain a clean and professional appearance; adhere to all company policies, procedures, rules and regulations in written or verbal form; comply with government safety requirements and other regulations and security in store; attend department, store, and safety meetings; and perform other duties as requested. The intern will be trained on a wide variety of equipment use and basic maintenance, customer service, sales, and job site safety, as well as receive Career development, resume writing, and basic computer programs instruction. Other benefits include networking events, mentoring, and the ability to rent equipment for free.

**Office Coordinator** (Quantum Group)

**Pay:** \$13/hour

**Hours:** 20 hrs/week (preferred hours of 10am-3pm; 16 weeks with possibility of permanent position)

**Location:** Morton Grove

The Office Coordinator will be responsible for administrative tasks to ensure effective support of the Accounting teams including managing returns of marketing mail, data entry, and general office related tasks. The intern will coordinate and lead the collection and recording of returned mail in alignment with company policies while maintaining strict confidentiality; perform data entry related to returned mail to ensure mailing lists are up to date as required by the company and clients of the company; process and track all data entry; assist as required with Front Desk/Reception operations; and meet deadlines as required for compliance and company reporting. The ideal candidate will have 1 year of office or data entry experience or education preferred, the ability to work in a fast-paced environment and adapt to changing responsibilities, and strong computer skills especially in Microsoft office.

**Human Resources Intern** (Village of Arlington Heights)

**Pay:** \$13/hour

**Hours:** 16 hrs/week (12-5 pm M & W, 11-5 F; 1-2 years)

**Location:** Arlington Heights

The intern will assist with benefits, recruiting, testing, salary surveys and HR information system.

**Agency Intern** (Matthew Jaggard – State Farm Insurance)

**Pay:** \$9-12/hour

**Hours:** 20 hrs/week (4-7pm; 8 weeks)

**Location:** Northbrook

This position will assist with: Telemarketing - Call local residents and offer State Farm products and create warm leads for sales team; Agent Assistance - Work directly with agent to assist with Agent duties, including drafting emails, taking notes, delegating activities and creating business plans; Direct Marketing - Interact with the local community directly, visit local businesses and introduce our agency; New Business Binder - Assemble new client welcome binders; Scanning Documents - Scan and attach important documentation to applications; and Payments & Messages - Take incoming client calls and assist with payment and follow up messages for staff.

**E-Commerce Analyst** (Superior Brands)

**Pay:** \$11-12/hour

**Hours:** 12 hrs/week (11-3pm)

**Location:** Bensenville

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

**Customer Service Representative** (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**

**Web Designer and Editor** (Global Voices Films)

**Pay:** TBD

**Hours:** TBD

**Location:** Chicago

The intern will assist an independent film maker with web Design and upkeep, editing, video shooting and, and Outreach.

**Marketing/Graphic Design Intern** (Wein-Bauer)

**Pay:** \$250-750 stipend/month

**Hours:** 30-40 hours/week (Summer 2020)

**Location:** Franklin Park

Wein-Bauer, Inc is an import company specializing in international wine beer and spirits. We are seeking a marketing/graphic design student, who is interested in real world experience, to join our team over the Summer of 2020! General Responsibilities: craft marketing plan annually in collaboration with Owner; develop all winery, POS, web, customer and wine club communication; develop annual ad campaign for and determine ad buys to best support business objectives; have strong oversight of the website and good understanding POS software; attend trade events within the industry; coordinate, promote and manage winery special & private events; design and manage all social media and email publications; manage Twitter, Facebook, YouTube, Pinterest, Instagram, blogs, web, etc.; and monitor wine-focused social networking sites. The following requirements represent the knowledge and skills required to perform this job: actively studying marketing, communications or a similar field preferred; ability to work in small office environment and work collaboratively; exceptional verbal and written communication skills; self-starter that can work independently and juggle multiple tasks simultaneously; comprehensive understanding of digital media; driven with a strong work ethic and ability to complete tasks on time; passionate and enthusiastic; collaborative, team-oriented approach; be able to work with a team in execution, support, brainstorming, and having each other's back (we all succeed or fail together); solid understanding of social media platforms, specifically Instagram, Facebook, Twitter, Google+, blogs, and YouTube; experience with Facebook Business Manager; enjoyment of teamwork in achieving a shared goal; effective written and verbal skills; knowledge of use of Google Docs and Microsoft 365 communication tools; ability to manage multiple projects inside of a time-sensitive environment; exceptional organizational and time management skills; obsessive attention to detail; ability to adapt, learn, and contribute in a constantly changing environment; basic knowledge/understanding of wine; PhotoShop or equivalent photo editing skills; and must be 21 years of age to apply for this position

**Videographer (JRS MarCom)**

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

JRS Mar/Com is looking for a freelance videographer to shoot short video pieces for client websites and social media promotions. The ideal candidate is a self-starter, with the ability to take a shot list or script from the producer and handle the remote shoot alone. You'll need to have your own equipment, be comfortable and flexible in setting up in any environment, and personable, as you'll be working directly with the client and talent. A proven background in television or video production is required. The videographer will provide and operate digital video camera for location video recording; have an ability to follow storyboard/shot list/script with an understanding of the goals of the final project; transport and setup production equipment, including audio and lighting equipment as needed; monitor proper audio and video levels for post-production; log video for post-production editing; ability to make adjustments (i.e., angles, locations, etc.) as necessary; work with client onsite and give direction to on-camera talent as needed. The candidates must have extensive experience in video field production techniques, including configuration of equipment in difficult spaces and troubleshooting for issues/problems as they arise; knowledge of the latest digital video formats; an ability to understand storyboards/shot lists/scripts; have effective communication skills; efficient onsite time management; flexibility with any last-minute changes; and professionalism; you represent the company with clients and talent.

**Video Editor (JRS MarCom)**

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

JRS Mar/Com is looking for a freelance Video Editor to edit short video pieces for client websites and social media promotions. The ideal candidate has an extensive history in video editing, has their own equipment, and is comfortable working with multiple video formats for different marketing projects. The intern will compile raw footage and edit together according to storyboard/script; communicate with Producer for guidance on overall goal/vision of the project; consult with Producer on additional graphics or effects, and insert as needed; consult with Producer on appropriate music and/or sound effects and add as needed; monitor audio and video levels for effective use in any and all digital formats and social media platforms; ability to make adjustments as needed, deferring to Producer if major adjustments are necessary; and master final product, upon Producer and Client approval. Candidates must provide, and be proficient with, current digital video editing software and equipment; have knowledge of professional audio and video editing and postproduction procedures, techniques and standards, especially for various digital formats; have an

ability to understand storyboards/scripts as provided by Producer; have effective communication skills; and effective time management skills; ability to meet predetermined goals and deadlines.

**Graphic Design/Marketing Internship (North Suburban YMCA)**

**Pay:** UNPAID

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

**Location:** Northbrook

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

**Motion Graphics Internship (North Suburban YMCA)**

**Pay:** UNPAID

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

**Location:** Northbrook

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

**Videographer/Video Editing Internship (North Suburban YMCA)**

**Pay:** UNPAID

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

**Location:** Northbrook

The intern will be responsible for daily photography & video projects and will involve interactions with our members and other duties related to this internship. The intern must be a creative self-starter but also take direction in accordance to what the Marketing Director is looking for. The intern will also collaborate with our In-house Graphic Designer, and other departmental staff. Their work will be proudly displayed in our Social Media sites (Facebook, Instagram, Twitter, and YouTube) and our web site. The intern might be required to stage photo-shoots if possible, and might be required to attend certain Y-Events. The intern must have access to their own equipment.

**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**

### **Web Applications Developer (Axiz Group)**

**Pay:** \$12-15/hour

**Hours:** 10-15 hrs/week (4 weeks)

**Location:** Lincolnwood

The intern will investigate, design, and develop a diverse range of software applications and modules, both for customer and internal use; write production quality JavaScript, CSS, HTML, C#, MVC, and SQL; own specific projects of the web platform as well as decide and action future direction for these projects; work with internal departments to assist with the structured development of our e-commerce technologies and internal workflow processes/applications; design/develop storyboards of user interfaces and program flow for presentation to assist with the planning of future functionality of existing and new applications; assist with the day-to-day administrations, debugging and support of existing Axiz Group web and application resources; maintain a current understanding of trends and updates in your role; and participate in training classes. The ideal candidate will be able to demonstrate in-depth knowledge of web applications development with current Microsoft technologies, emphasizing: C#, ASP.net, MVC, web services and programming for the .Net framework.

### **Jr. Web Developer (JRS MarCom)**

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

JRS Mar/Com is currently looking for a freelance Jr. Web Developer. The ideal candidate will have great communications skills, have experience programming front end and backend of websites, is technically savvy, and understands how to manage and customize WordPress websites. The intern will work with manager to finalize designs and build creative, responsive sites in WordPress; assist with installation, configuration, and customization of approved plugins; perform front-end development using HTML5, CSS and JavaScript; maintain, monitor and advance existing sites, modules and designs; review proposed web pages for adherence to mobile standards, test links, move to staging and live environments; and remain current with emerging web and development technologies. The preferred candidate will have working knowledge of HTML, CSS, and JavaScript development and constraints; experience developing WordPress websites; hands-on experience with PHP; experience with Git, Bitbucket, or another source control; strong knowledge of compatibility and cross-browser issues; experience caring for the technical needs of sites, apps, and integrations with high volume traffic; deep understanding of how a mobile user experience differs from the experience on a web or other application; strong design and layout experience; excellent problem-solving skills; and data-driven thinking, impeccable organizational skills, attention to detail and excellent communication skills.

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

**Pay:** \$10/hour

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

**Location:** Des Plaines

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

### **Technology Assistant (Niles Township District for Special Education)**

**Pay:** \$15

**Hours:** 25-30 hrs/week or more (flexible; Summer 2020)

**Location:** Morton Grove

The intern will support help desk tickets and assisted staff needing technology help; support our staff with Google Apps and built custom spreadsheets for student data; assist in PC Repairs; manage user and group



accounts on Windows servers and Google Apps; and perform computer and Chromebook repair. Candidates must be able to provide solutions after thorough research for technology issues, and be task-oriented, on time, thorough, and ask good questions.

**Helpdesk Technician (TeamLogic IT of Niles)**

**Pay:** \$10

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

**Location:** Niles (but intern will travel to client sites using their own transportation)

The intern will deploy new workstations at client sites, providing desktop and network support to clients, learning new technologies that will help support clients. Candidates should have basic computer and networking knowledge, as well as their own phone and mode of transportation to travel to client sites).

**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, experoser to SharePoint design, Access Control / Cameras, VMware Virtual servers, and Cisco Wifi. The intern will learn basic hands on IT infrastructure skills that employers are seeking and practical experience needed towards CCNA, MCSE, Networking+ and other IT certifications.

**Helpdesk Technician (Maryville Academy)**

**Pay:** \$10/hour

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

**Location:** Des Plaines

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

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

**Warehouse Operations Rockstar (P3 Global)**

**Pay:** \$13/hour

**Hours:** 20 hrs/week (16 weeks; March)

**Location:** Morton Grove

We have a unique opportunity for the right person. We are a family-owned growing company looking for a Warehouse Rock Star who would like to join our team! We are looking for that passionate, motivated person with great energy, positive attitude, who simply gets it and wants to be a part of a company that has purpose and values. Responsibilities: pick, pack, ship customer orders efficiently and with accuracy; receive shipments, verify counts against packing slip and stock inventory; maintain cleanliness and organization of office/warehouse; count inventory monthly for accuracy; prepare FBA inbound shipments through printing labels, picking, tagging/labeling items and packing; process all Customer Returns/RMA's as needed; inspect

products for defects and damages; help with special projects as needed; and contribute ideas on ways to improve or optimize warehouse procedures. Requirements: Amazon FBA shipment preparation experience is a plus; 1 year of recent general warehouse manufacturing experience preferred; must have a strong work ethic; great attention to detail; must be willing to learn new skills as there will be department cross training done; exceptional attendance is required; must have strong math and organizational skills – associates are required to do a lot of counting; have basic computer skills -will be using shipping and warehouse management software; and must love rocking out to music. Physical Demands: Regularly required to stand, bend, reach, push, pull, lift, carry, and walk about the warehouse; lifting 40lb occasionally, 20lbs regularly and/or up to 10lbs constantly; ability to place product, weighing up to 40 pounds, on shelving at various heights; and must have fine motor skills for precise label placement.

**Service and Operations Associate (Rental Max)**

**Pay:** \$12+/hour

**Hours:** 15-20 hrs/week (flexible schedule but must work Saturdays; up to 16 weeks; preferred start June)

**Location:** Lake Zurich or Joliet, other locations possible

The intern will provide excellent customer service; check rental contracts to be sure the right equipment goes out; prep equipment, if necessary; set out equipment in outside display area each morning; remove equipment from outside display area each evening; check fluid levels and test operation of equipment before loading; load and unload a variety of tables and chairs; clean tables and chairs after use; fill propane cylinders; load and unload equipment; secure loaded equipment per company procedure; clean vehicles and equipment (pressure washing) according to company procedure; keep work station clean and stocked with service tags and fuel; deliver and pick up equipment and supplies as needed; check equipment for damage upon return, report damage and fill out service tags for all returned equipment; assist in parts and inventory stocking; organize equipment in yard; maintain clean physical facilities; mow grass, maintain plants, clean yard and parking lot; report safety violations to supervisor; maintain a clean and professional appearance; adhere to all company policies, procedures, rules and regulations in written or verbal form; comply with government safety requirements and other regulations and security in store; attend department, store, and safety meetings; and perform other duties as requested. The intern will be trained on a wide variety of equipment use and basic maintenance, customer service, sales, and job site safety, as well as receive Career development, resume writing, and basic computer programs instruction. Other benefits include networking events, mentoring, and the ability to rent equipment for free.

**Engineering Support Intern (EdgeOne Medical)**

**Pay:** unknown

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

**Location:** Chicago

The intern will support the engineering team assisting with documentation for internal procedures, new equipment, test methods and protocols and may be assigned laboratory work based on project priorities.

**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 Assistant** (Sandler Training by Keystone Business)**Pay:** \$10-12/hour**Hours:** 15-20 hrs/week (flexible between 8-5 M-F; 12 weeks; April 1)**Location:** Northbrook

This is a lucrative opportunity to work in a local, small business environment. We utilize the latest tools to help in marketing our associates, company, and brand. This opportunity will expose the applicant to real-world marketing practices, and will give them real feedback on marketing efforts. They will be able to learn and utilize new tools, and learn how SEO, Analytics, Social Media Marketing, Email Marketing, and Copywriting have to be uniquely utilized to speak to our target audience. The intern will assist with social media activities to promote the company, our associates and upcoming events; the writing, designing, producing and distributing of a wide range of marketing communications including digital newsletters, press releases, articles, flyers, advertisements, and promotional materials; executing a wide variety of projects that involve automated email broadcast campaigns, lead generation & follow up, customer communications sent over different mediums, digital advertisements, promotions, and other marketing plans; evaluating company, sales and marketing needs; and proactively suggesting appropriate ideas to create a "buzz" and generate growth. Candidates could be studying Marketing, Video Production, Graphic Design, or Communications.

**Marketing Intern (Polyform Products)**

**Pay:** \$12/hour

**Hours:** 20-40 hrs/week (Mon-Thurs; 8 weeks; June 1)

**Location:** Elk Grove Village

The intern will assist in concepting, creating and posting custom content for all social channels (Twitter, Pinterest, Facebook, Instagram and You Tube); product competitive analysis; trend research; photographing lifestyle project images; assisting in taking videos and editing them for our website's products, projects and more; assisting in creating email marketing campaigns; scouting new artists online to partner with us on projects, videos and more; coordinating trade shows and events; monthly reporting on web sales, social growth; monitoring KPIs and modifying activities, as needed, for effectiveness; overseeing design of digital assets to ensure that they are consistent with brand positioning and company values; and working closely with web team to keep website updated. As a member of Polyform's marketing team, you will help foster the beloved Sculpey brand and grow our fan base! We are the market leader in Polymer clay and set the standard in terms of marketing and innovation! You will work directly with the VP of Marketing on various marketing projects! You will NOT be doing grunt work - we will utilize you right away and give you real world product marketing experience from social media, content creation, competitive analysis and more!

**Communications Intern (Maine Township High School)**

**Pay:** UNPAID

**Hours:** 10+ hours/week (or 20 hrs/week in the summer)

**Location:** Park Ridge

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

**Marketing/Graphic Design Intern (Wein-Bauer)**

**Pay:** \$250-750 stipend/month

**Hours:** 30-40 hours/week (Summer 2020)

**Location:** Franklin Park

Wein-Bauer, Inc is an import company specializing in international wine beer and spirits. We are seeking a marketing/graphic design student, who is interested in real world experience, to join our team over the Summer of 2020! General Responsibilities: craft marketing plan annually in collaboration with Owner; develop all winery, POS, web, customer and wine club communication; develop annual ad campaign for and determine ad buys to best support business objectives; have strong oversight of the website and good understanding POS software; attend trade events within the industry; coordinate, promote and manage winery special & private events; design and manage all social media and email publications; manage Twitter, Facebook, YouTube, Pinterest, Instagram, blogs, web, etc.; and monitor wine-focused social networking sites. The following requirements represent the knowledge and skills required to perform this job: actively studying marketing, communications or a similar field preferred; ability to work in small office environment and work collaboratively; exceptional verbal and written communication skills; self-starter that can work independently and juggle multiple tasks simultaneously; comprehensive understanding of digital media; driven with a strong work ethic and ability to complete tasks on time; passionate and enthusiastic; collaborative, team-oriented approach; be able to work with a team in execution, support, brainstorming, and having each other's back (ae all succeed or fail together); solid understanding of social media platforms, specifically Instagram, Facebook, Twitter, Google+, blogs, and YouTube; experience with Facebook Business Manager; enjoyment of teamwork in achieving a shared goal; effective written and verbal skills;

knowledge of use of Google Docs and Microsoft 365 communication tools; ability to manage multiple projects inside of a time-sensitive environment; exceptional organizational and time management skills; obsessive attention to detail; ability to adapt, learn, and contribute in a constantly changing environment; basic knowledge/understanding of wine; PhotoShop or equivalent photo editing skills; and must be 21 years of age to apply for this position

**E-commerce Content Marketing Intern (Heady Deals)**

**Pay:** \$10/hour

**Hours:** 9-12 (between hours of 9am-12pm; 12 weeks; preferred start March 2020)

**Location:** Chicago (Granville Ave.)

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

**Technical SEO Specialist (JRS MarCom)**

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

JRS Mar/Com is currently looking for a freelance Technical SEO Specialist to analyze and execute search engine optimization campaigns for our portfolio of client websites. We are looking for experienced candidates with a background in web development and SEO. The intern will analyze and execute search engine optimization campaigns for client websites; work with manager to improve client ROI; analyze Conversion Rate Optimization (CRO); execute tests, collect and analyze data and results, and identify trends and insights; track, report, and analyze website analytics, social media, and campaigns; optimize copy and landing pages for SEO; perform ongoing keyword discovery, expansion and optimization, as well as research and implement SEO recommendations; recommend changes to website architecture, content, linking and other factors to improve SEO positions for target keywords; and stay current on the latest online marketing tools, skills, and processes and implement where/when needed. Candidates should have working knowledge of HTML, CSS, and JavaScript development and constraints; in-depth experience with common SEO tools and knowledge of ranking factors; up-to-date on the latest SEO and SEM trends and best practices; analytics and conversion measurement; strong interest in digital marketing, with experience with social and email marketing; understanding of performance marketing, conversion, and online customer acquisition; in-depth experience with common SEO tools (Google Analytics, Google Search Console, SEMrush, Ahrefs, Majestic, Moz, DeepCrawl, etc); experience with optimizing WordPress websites and Yoast SEO; experience with A/B and multivariate experiments; Microsoft Excel and Google Sheets for data analysis including function mastery and pivot tables; excellent problem-solving skills; and data-driven thinking, impeccable organizational skills, attention to detail and excellent communication skills.

**Social Media Manager (JRS MarCom)**

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

JRS Mar/Com is currently looking for a freelance Social Media Manager who can enhance our clients' brands and build strong online communities through various social media platforms. This person will be responsible for developing and administering social media content that is designed to engage users and create an interactive relationship between consumers and our clients. The successful candidate will also be asked to collect and review social media data to develop more effective campaigns. The intern will manage social media presence of multiple clients, for both specific campaigns and day-to-day activities; develop client brand awareness and online reputation; manage content, ideation, creation, and implementation; identify target customers, goals, and KPI's; keep current on emerging social media trends, creating periodic reports to review as part of clients' ongoing digital marketing strategy; analyze the long-term needs of each client's social media strategy and offer reports that outline any necessary changes to the digital marketing plan. Candidates should have a Bachelor's Degree in Marketing, Communications or related field; a minimum three years of experience in social media management ; experience leveraging social media management and analytics tools, (i.e. SproutSocial, HootSuite, BuzzSumo, BuzzStream, Google Trends, etc.); writing, editing, and crafting content for the social media space; an ability to contribute ideas to align

SEO efforts with social media strategy; an ability to analyze and summarize complex social media data in an understandable way to manager and client; understanding of how to leverage video platforms; have a creative eye for design; have impeccable written communication, copywriting and customer service skills; and have exceptional multi-tasking and problem-solving skills.

**Marketing Intern** (Northshore Professional Group)

**Pay:** \$10/hour

**Hours:** 10-12 (16 weeks)

**Location:** Northbrook

The intern will assist with revamping of website, writing of promotional material for website and print, and connecting and writing content for social media. The intern will need the ability to use marketing skills and talents to help a small CPA firm grow, and must have proficiency in Microsoft Word, Excel, and PowerPoint.

**Digital Marketing Intern** (JRS MarCom)

**Pay:** \$12-15/hour

**Hours:** 15-20 hrs/week (16 weeks)

**Location:** Arlington Heights

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

**Social Media Coordinator Intern** (OMNI Youth Services)

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

**Hours:** 15-20 hrs/weekly (between hours of 8am-7pm)

**Location:** Buffalo Grove

The Social Media Coordinator Intern is responsible to assist with planning, implementing and monitoring a Social Media strategy in order to increase brand awareness, improve marketing efforts and increase contact leads. We are seeking a creative, forward-thinking, and organized Social Media Coordinator intern to join our growing prevention and health promotion team. In this position, you will interact with targeted virtual communities and network users to promote our programs and services to current and new audiences. You will be responsible for creating consistent, meaningful original text and video content on all social media platforms. Develop content that promotes program image in a cohesive way to achieve our marketing goals. Create social media content that will result in high levels of web traffic and customer engagement. The intern's responsibilities will include: perform research on current benchmark trends and audience preferences; assist with developing, designing and implementing social media strategy to align with program goals; assist with setting specific objectives and reporting on ROI; generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news); assist with monitoring SEO and web traffic metrics; collaborate with other team members to ensure brand consistency; and suggest and assist with implementing new features to develop brand awareness, like promotions and competitions. The preferred candidate will have Digital Marketing skills, experience in content creation, multitasking skills, and the completion of digital marketing classes. Required qualifications include: completion of general marketing class; 2+ years' experience (professional, personal, or volunteer) in digital marketing and social media; strong familiarity with the applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, Instagram etc.); an ability to design/create creative content (text, image and video); strong written and verbal communication skills; and must be willing to submit to a background check, drug and TB tests (at OMNI's expense).

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

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

**Account Representative** (American Media Partners)**Pay:** \$13/hour, plus sales bonus**Hours:** 20-30 hours/week (between hours of M-F 9am-5pm, 1 semester)**Location:** Chicago

The intern will be calling businesses to encourage them to help sponsor PSA announcements on the radio in return we advertiser their business during the primetime commute on top radio stations across the United States. We train you with a script that has been perfected over the years. Giving you all the tools you will need for success. This is a great opportunity to gain experience in marketing, advertising, sales, speech and more.

**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.

**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 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.).

**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 /JOURNALISM/ ARTS/THEATRE/EDUCATION**

**Preschool Outreach Intern** (Des Plaines Public Library)

**Pay:** \$15 and mileage reimbursement

**Hours:** 12 hours/week (either Mondays and Wednesdays 9:15am-2:15pm and Fridays 3 hours (flexible) or Tuesdays and Thursdays 9:15am-2:15pm, Fridays 3 hours (flexible) (January 20-March 20, 2020)

**Location:** Des Plaines

This internship has proven to be a great start for those interested in LIS, Early Childhood, or other related fields. We are looking for two interns to work with preschool-aged children at our local early learning center performing storytimes and playing a pivotal role in the library's outreach team. The successful candidates will also facilitate a book borrowing program through the school. Applicants should be enrolled in or recently graduated from a library information science or early childhood program, and have an interest in working with children of preschool age. Applicants must have a valid Illinois driver's license and be able to provide his/her own vehicle for travel to and from the outreach location.

**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**

**Lab Intern** (Polyform Products)

**Pay:** \$12/hour

**Hours:** 20-40 hours (M-Th; 8 weeks; June 1)

**Location:** Elk Grove Village

The intern will work hands on in the lab working on formulas, color matching, and new product development. The intern will assist the lab director and lab techs in documenting experiments; assist in making lab batches to improve existing products, reduce cost, improve performance, or simplify manufacturing; collect and help analyze data from the lab batches; help in clay color development with direction from Marketing and the Lab tech; prepare lab batch samples for meeting, trade shows etc.; work with Marketing to test new and competitive products; partner with Marketing to test new accessory items for the clay lines; help analyze data from our LIMS system to improve clay quality; and participate in the daily quality management of our clay. The intern will be mentored by 2 lab techs and the Director of the lab who will teach what working in a lab and innovative environment is like, and will learn how to analyze data, create new products and help problem solve issues.

**Pharmacy Technician** (Rxperfs 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.

**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**

**Veteran Internship Program** (Chicago Botanic Garden)

**Pay:** \$15/hour (plus \$50 week travel allowance)

**Hours:** 30 hrs/week (12 weeks; May 18-Aug 7, 2020)

**Location:** Highland Park

Veterans will work within the Garden, and will meet weekly for small group and individual assistance to learn all the skills necessary to transition from the military to the civilian workforce.

**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/>

**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.

**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.

## **POLITICAL/GOVERNMENT**

**Intern** (U.S. Senator Richard Durbin)

**Pay:** TBA

**Hours:** TBA

**Location:** TBA

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

**Intern** (State Representative Mark Walker)

**Pay:** UNPAID

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

**Location:** Arlington Heights

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

**Intern (Office of Cook County Commissioner)**

**Pay:** UNPAID

**Hours:** minimum 10 hrs/week (12 weeks)

**Location:** Schaumburg

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

**Intern (Office of Senator Ram Villivalam)**

**Pay:** Stipend

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

**Location:** Chicago

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

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

**Pay:** scholarship equivalent to \$15/hour

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

**Location:** Chicago (Dearborn)

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

**Congressional Intern (Congressman Brad Schneider)**

**Pay:** Unpaid

**Hours:** flexible hours

**Location:** Lincolnshire

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

**Congressional Internships (Office of Congresswoman Jan Schakowsky)**

**Pay:** unpaid

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

**Location:** Glenview

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