

Internship Opportunities – Feb 17, 2021

(Recently listed opportunities in blue.)

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

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

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

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

ACCOUNTING/FINANCE/ECONOMICS

College Financial Representative (Northwestern Mutual Financial)

Pay: Stipend and commission (total compensation up to \$3,000)

Hours: 35 hours/week (10 weeks long; summer position begins 5/15/21)

Location: Deerfield

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

General Accounting Associate (Magnum Insurance)

Pay: \$12.50/hr

Hours: 20 hours/week

Location: Des Plaines

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

Accounting Assistant (Law Offices of Virginia Prihoda)

Pay: \$13/hr

Hours: 16- 20 hours/week

Location: Chicago (Oakley)

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

BUSINESS/SALES

Sales Intern (Bearings and Industrial Supply)

Pay: \$9-11/hr negotiable

Hours: 20-30 hrs a week

Location: Addison

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

Management Development Program Intern (Supply & Equipment Foodservice Alliance)

Pay: \$12-20/hr depending on skill level

Hours: 20-40 hrs a week

Location: Schaumburg

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

E-Commerce Analyst (Superior Brands)

Pay: \$11-12/hour

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

Location: Bensenville

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

Sales Intern (Prime Telecommunications)

Pay: \$11/hour

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

Location: Skokie

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

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

Pay: \$11/hour

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

Location: Glenview

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

GRAPHIC DESIGN/PHOTOGRAPHY

Marketing and Graphic Design Intern (Focus Training)**Pay:** TBD**Hours:** 10-15 hours per week (remote)**Location:** Milwaukee

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

Digital Marketing Intern/ Graphic Designer Internship (JRS MarCom)**Pay:** \$12/hour**Hours:** 12-15 hours per week (12 weeks)**Location:** Arlington Heights (hybrid of remote and in-person)

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

Video Editor (JRS MarCom)**Pay:** TBD. Approx. \$12/hour**Hours:** TBD. Approx. 12-15 hours per week (12 weeks)**Location:** Arlington Heights (hybrid of remote and in-person)

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

Videographer (JRS MarCom)**Pay:** TBD. Approx. \$12/hour**Hours:** TBD. Approx. 12-15 hours per week (12 weeks)

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

This position will provide and operate digital video camera for location video recording; follow storyboard/shot list/script with an understanding of the goals of the final project; transport and setup production equipment, including audio and lighting equipment as needed; monitor proper audio and video levels for post-production; log video for post-production editing; make adjustments (i.e., angles, locations, etc.) as necessary; and work with client onsite and give direction to on-camera talent as needed.

INFORMATION TECHNOLOGY

Business Applications Intern (Impact)

Pay: \$15/hour

Hours: 40 hrs/week (8 weeks; Preferred start June 14, 2021)

Location: Chicago

Impact's paid internship program is designed to provide our candidates with an understanding of our go-to market strategy, company culture, and what a career at Impact Networking has to offer. We are looking for technology-driven candidates who are excited to gain real-world experience. Business Application Interns will be challenged and have the opportunity to develop a strong and vast technical skillset, business acumen, and interpersonal skills. Responsibilities include but are not limited to: Review, analyze and evaluate business systems and user needs; Investigate problems or common errors associated with Impact's software partners: Kofax, TotalAgility, DocuWare, Mendix, and Microsoft Dynamics Business Central; Assist in software implementations (Intern level work to be assigned, reviewed, and approved by VP of Expert Services); Document all work for future improvements and development; and Support our customers with technical inquiries via remote support (phone and/or email). Impact understands that students currently enrolled in college courses may not possess the high-level business and technical knowledge that is required to be immediately successful in a professional services role. The goal of the internship is to gauge where an intern's skillset currently lies and if those skills will lead to a smooth transition into the Business Applications Support Team. With that said, this will be a very competitive hiring process and our goal is to bring those on that have the highest degree of business knowledge as it relates to digital transformation. While not all of our qualifications are required, those that possess the most sought after skills that we have listed are most likely to be successful as a Business Applications Intern. Preferred qualifications: Must be currently enrolled in an accredited MIS, Computer Science (with business focus), or Business Management (with technology focus) program; Strong customer service communication and skills; General programming and development proficiencies (Not all required): Java, C#, .NET framework, JavaScript, HTML, and CSS; Understanding of databases (MSSQL, MySQL); Creative, but technical problem solver: quick thinking and fully engaged at all points in the solution from strategy to support; Ability to work on your own initiative and as part of a team; and Interested in future technologies and software. More information available at <https://vizi.vizirecruiter.com/Impact-2824/90379/index.html>

IT Intern (Impact)

Pay: \$15/hour

Hours: 40 hrs/week (8 weeks; Preferred start June 14, 2021)

Location: 2 positions: 1 in Lake Forest, 1 in Chicago

Impact's paid internship program is designed to provide our candidates with an understanding of our go-to market strategy, company culture and what a career at Impact Networking has to offer. The ultimate goal of our program is to bring on our intern candidates as a full time Managed IT employee upon graduation. Our internship program is designed to assist candidates in the transition from academics to the professional work force. Responsibilities include but are not limited to: Provide support to Field Network Engineers in assigned territories; Assist in client implementations (Intern level work to be assigned, reviewed, and approved by assigned FNE, vCIO, or District Manager); and Help maintain, support, and troubleshoot our users' networks, equipment, software and services. Impact understands that students currently enrolled in college courses may not possess the high level IT knowledge that is required to be immediately successful in an engineer/administrator role. The goal of the internship is to gauge where an intern's technical skillset currently lies and if those skills will lead to a smooth transition into the Service Desk. With that said, this will be a very competitive hiring process and our goal is bring on those that have the highest degree of IT knowledge in each designated branch. While not all of our qualifications are required, those that possess the most IT skills that we have listed are most likely to be successful as a Managed IT Intern. Desired qualification: Must be currently enrolled in an accredited Information Systems/ Technology program; Server Administration (Fundamental understanding); Understanding of Windows 2003-2012 Server; Active Directory design, management and maintenance; Microsoft Exchange, SQL, and SharePoint management; DNS,

DHCP, Remote Desktop Services; VMWare, Hyper-V and other virtualization technologies Storage solutions: SAN, NAS, Shared storage, iSCSI, Fiber Channel; Firewalls, switches and other networking technologies (Fundamental understanding); Cisco Meraki, SonicWALL and other business grade devices; Disaster Recovery solutions and backup technologies; Office365, G-Suite, vDESK, Azure and other "cloud" solutions; Mobile operating systems (IOS, Android, Windows); Ability to work on your own initiative and as part of a team; and be results oriented. More information at: <https://vizi.vizirecruiter.com/Impact-2824/90959/index.html> (Chicago) or <https://vizi.vizirecruiter.com/Impact-2824/90957/index.html> (Lake Forest)

CMDS Intern (Corptax)

Pay: \$10-20/hrs week

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

Location: Buffalo Grove

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

Software Systems Corporate Trainer (Maryville Academy)

Pay: \$10/hour

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

Location: Des Plaines

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

Helpdesk Technician (Maryville Academy)

Pay: \$10/hour

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

Location: Des Plaines

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

MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE/HVAC

Engineering Intern (IDOT)

Pay: \$15.85-17/hour

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

Location: TBD

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

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

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

Warehouse and Delivery Technician (Verde Energy Efficiency Experts)

Pay: \$15/hour

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

Location: Chicago (Berteau St)

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

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

Pay:

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

Location: Rolling Meadows

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

MARKETING/ PR

Marketing Internship – Media & Growth Operations (Netflix)

Pay: \$40/hour

Hours: 40 hrs/week (12 weeks, start date either 6/7 or 6/21/21)

Location: Remote (California)

It's a great time to join Netflix as we continue to grow globally and scale across digital/social platforms. The Media and Growth Operations team is looking for curious minds with a love for exploration to join our team as an intern. This role provides you the chance to sit between two closely aligned teams as we explore global workflows and emerging platforms. You will have the opportunity to partake in project(s) related to growing Netflix subscribers and/or solving global digital media needs through efficient workflows. Benefits of Interning at Netflix: exposure to the fast-paced and innovative environment; practical experience working in the operations and support space; shadowing and training opportunities with experienced, knowledgeable stunning colleagues; opportunity to participate in Netflix events, internship workshops, and company meetings; compensation and relocation available. Internship Requirements: Intern must be able to demonstrate an understanding of digital media, experience with online advertising campaigns, or a currently enrolled student with a strong interest in marketing and business; Intern is to be available to commit to ~12-14 weeks to partake in a summer internship (flexible start date - usually between May/June - August/September); open to the idea of a "Working from Home" environment as there is no guarantees offices will be fully open by summer 2021; Intern will contribute and work on the defined project and/or assignments within the scope of Media/Growth Operations to create meaningful impact. Skill Requirements: Proficient with Google Suite (Google Docs, Google Sheets, Google Slides etc.) or have the ability to quickly learn new technical applications; Can demonstrate general knowledge and understanding of social media platforms, digital media/advertising, or the marketing technology space - Facebook, Instagram, Google, Twitter, YouTube; Bonus: Experience with setting up and running advertising campaigns on social media platforms; Strong written and verbal communication skills; detail-oriented, highly organized, have the ability to multitask; Ability to work collaboratively on teams, consult effectively and independently with all levels and functional areas of an organization; Able to quickly pivot and adapt to shifting priorities; Ability to proactively learn and perform, even with limited guidance during busy periods; Strong desire to learn and work in the digital marketing and advertising space; Interest in learning about Netflix and the entertainment + technology industries. Open to all graduation years! Our approach to internships is different: like Netflix itself, we offer a personalized experience for interns, and our aim is to offer an experience that mimics what it is like to actually work here. We match qualified interns with projects and groups based on interests and skillsets, and fully embed interns within those groups for the summer. Netflix is a unique place to work and we live by our

values, so it's worth learning more about our culture. Internships will be a minimum of 12 weeks, with timing flexible to candidate needs. We expect these internships to be remote. Conditions permitting, we will aim to bring the intern cohort together for an optional experience at some point during the summer.

Field Marketing/Canvasser (Cornerstone Restoration)

Pay: \$11-15/hour

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

Location: Schaumburg

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

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

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

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

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

Location: Arlington Heights

This is a great opportunity to learn the craft of marketing, social media positioning and understanding the importance of an online presence. You will work hand and hand in developing market plans, understanding launches, writing press releases and the imperative function of branding in 2020. Duties will encourage creativity and give managed responsibilities in curating an online marketing presence for launches. A student who is proactive, creative and who enjoys collaboration will flourish and have fun in this environment. Students could be studying: Marketing, Communications, Public Relations or Psychology. The candidate will be trained in understanding the importance of positioning yourself virtually and how it is imperative in the post-pandemic era. Training will be provided in understanding and writing business plans, entrepreneurial life-cycle, monitoring trends and competition, Interns will have the opportunity to fine-tune writing skills, learn how to write and distribute press releases and work in a team-focused environment. The educational opportunities are limitless. The supervisor, Julie Lokun, holds a BA in journalism a Masters Certification in Life Coaching and a Law Degree. She mentors young women to optimize their potential. She will mentor the intern in such skills as marketing, work flow creation, Canva, Social Media Marketing, Press Release Writing, Website Development, Writing and Communications and Coaching--(and so much more). The intern will benefit from weekly mentoring sessions and personal and professional development. The intern will be surrounded with a team of encouraging coaches who will foster confidence and creativity--as it is part of their mission. The intern should be comfortable with Zoom, social media and have a basic aptitude in professional communications. The intern will be trained with basic duties and have access to support and guidance.

Marketing Intern (BL Promos)

Pay: TBD

Hours: Part-time, flexible

Location: Northbrook

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

Marketing Intern (Ameroc Exports)

Pay: \$10/hour

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

Location: Glenview

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

Social Media Manager (JRS MarCom)

Pay: TBD. Approx. \$12/hour

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

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

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

Order Fulfillment/Marketing Intern (Detour Sunglasses)

Pay: \$12/hour

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

Location: Des Plaines

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

Online Marketing Intern (The Best Career For Me)

Pay: \$10/hour

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

Location: Evanston

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

Marketing Intern (Prime Telecommunications)

Pay: \$10/hour

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

Location: Skokie

The intern will assist with managing scoring of leads in outbound marketing campaigns; managing social network presence and activities; website research for target companies; database research for target

markets in direct marketing campaigns; database integration to CRM; and using CRM for sequenced email campaigns.

MEDIA/COMMUNICATIONS /JOURNALISM/ ARTS/THEATRE/EDUCATION

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY

Lab Technician (Applied Thin Films)

Pay: \$15/hr

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

Location: Skokie

The intern will be assigned to a R&D Project under supervision of the project manager. The intern will carry out tasks such as making samples, testing their properties and writing reports in support of project goals. Preferred field of study/major and skill sets: Chemistry, Materials Science, Materials Characterization, or Nanotechnology. Excel and PowerPoint experience a plus.

The intern will be trained in the chemical processing of advanced materials and nano-engineering applications, and will receive mentorship and networking in the industry and experience to new processes and characterization methods.

Healthcare Office Administrator (Niles Historical and Cultural Society)

Pay: \$10/hr

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

Location: Park Ridge

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

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES

Pattis Family Foundation Summer Leadership Program (Women Employed)

Pay: \$1900 stipend

Hours: Mondays and Wednesdays (9:00 a.m. – 4:30 p.m. CT), June 14th- August 4th, 2021

Location: Remote

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

The Pattis Family Foundation Summer Leadership Program at Women Employed would be a good opportunity for you.

Summer Intern (American Anthropological Association)

Pay: UNPAID

Hours: 6 week summer internship

Location: Virginia

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

Veteran Internship Program (Chicago Botanic Garden)

Pay: \$15/hr (also travel and materials stipend)

Hours: 30 hrs/week (May 26-Aug 11, 2021)

Location: Glencoe

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

Curator Assistant (Niles Historical and Cultural Society)

Pay: UNPAID

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

Location: Niles

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

Program Coordinator Intern (Gigi's Playhouse)

Pay: UNPAID

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

Location: Hoffman Estates

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

volunteer openings in programs; reviews program participation reports weekly and collaborates with Playhouse staff to increase participation; supports Program Leaders and Volunteers in their role during programs, provides additional training as needed; and responds to program phone calls, emails and inquiries in a timely and professional manner.

Intake Hotline Intern (WINGS)

Pay: UNPAID

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

Location: Palatine

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

Children's Summer Camp Intern (WINGS)

Pay: UNPAID

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

Location: Palatine

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

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

Pay: \$10/hour

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

Location: Deerfield

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

PARALEGAL/POLITICAL/GOVERNMENT

Summer 2021 Fellow (Office of Senator Ram Villivalam)

Pay: \$15/hour

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

Location: Chicago

State Senator Villivalam represents the 8th State Senate District, made up of 217,000 people spread across 21 neighborhoods in the city of Chicago and five suburban municipalities. A State Senator's role is twofold: passing state-level legislation in Springfield and providing constituent services to those living in the district. The office of Senator Villivalam is tasked with helping constituents navigate government programs, engaging in community outreach, planning programming for the district, and completing policy research among other responsibilities. **FELLOWSHIP DUTIES AND RESPONSIBILITIES:** Constituent Services: Work with staff members to engage with constituents, help with case intake, and provide critical services. Compiling and Organizing Vital Resources. Assist in compiling federal, state, and local resources to share with constituents. Volunteer Management. Help run our robust volunteer programs, which include senior wellness calls, grocery delivery, and more. Briefings. Research and prepare briefings for State Senator Villivalam. Research. Write at least one policy proposal and present it to Senator Villivalam. Application Period February 16 - April 16, 2021. How to Apply: Email your resume with the subject line "Fellowship Summer 2021" to veton@senatorram.com by Friday, April 16, 2021. Please include a brief statement of interest in the body of your email. No more than 1-2 paragraphs.

Paralegal (Owaynat Law Group)

Pay: \$10/hour

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

Location: Lincolnwood

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

will also learn negotiation tactics and how to write powerful demand letters. Intern will learn how to negotiate effectively; how to order medical records and organize relevant records from irrelevant records; how to draft powerful demand letters; and how to file and draft legal complaints. Intern will get exposed to litigation discovery and how to propound discovery. Intern will get mentoring from a litigation attorney and from experience legal assistants and paralegals. Intern will have access to a vast amount of free learning material that usually costs thousands of dollars. Intern should have their own cell phone and laptop.

Paralegal (Jeffrey A. Rabin & Associates)

Pay: \$10-2/hour

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

Location: Park Ridge

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