Weekly Job and Internship Information
2/04/11

EVENTS

Acing the Job Interview
Wednesday, February 9, 2011
5:00am-6:00pm
University Banquet Hall at Aurora University
Learn what the best strategies are for answering interview questions.
Pizza will be provided
RSVP by calling (630)-844-6870

TeacherFest
Thursday, February 17, 2011
12:30 p.m. to 5:30 p.m.
Drury Lane in Oakbrook Terrace
for more information contact the Crouse Center for Student Success at 630-844-6870 or visit www.iscpa.org

Career Day
Saturday, April 9, 2011
12:00 p.m. to 3:00 p.m.
2501 W. Bradley Place in Chicago
For more information on the event, go to: Career Day 2011 Link  Free for Students and TV Academy members. $5 for all others. Students from all regions are welcomed! http://www.chicagoemmyonline.org/events

PART-TIME JOB OPENINGS

Kids First Coach
Coach 2-20 hours per week during the school year and summer. Part Time positions available during the fall/winter/spring months. Sports Programs & Camps include: Football, Cheerleading, Gymnastics, Volleyball, Basketball, Baseball, Soccer, Lacrosse, Dodge Ball, Badminton, and Bowling. Requirements: Candidates need to show: responsibility, passion & desire in teaching kids sports. Resume and back ground check required. Pay Scale: $9-$20/hr. Contact Morgan Singel for more information. Phone: 630-257-5438 send resumes to Staff@kidsfirstsports.net

PRN Childcare worker
Breaking Free is a non for profit organization. Our mission is to provide the highest counseling services focused on drug and alcohol abuse, child abuse, family relationships, mental health and wellness. Family Based Services focuses on educating and preventing child abuse. We provide various programs to help strengthen communication within the family. Family Based Services is in need of a PRN childcare worker. Hours would vary from 3-9 hours a week. Bilingual is
a plus. Pay will be $9.00/hr. Need to have experience with children. Will get summers and holidays off. PRN worker is on a as needed basis.
Contact Christina DeLeon for more information.
(630)-897-1003 ext 203

Union League Boys & Girls Clubs Camp
Available Positions:

Youth Counselor
The Youth Counselor lives with, cares for and guides an assigned cabin group of youth ages 6-12 in the day to day activities of camp throughout their session at camp. The Youth Counselor serves as a host, teacher, mentor, role model and guardian to each camper in their cabin group and at camp.

Unit Head
The Unit Head is responsible for the assistance in training, supervision, evaluation and coaching of staff a part of their Unit. Camp, for program purposes, is divided into 2 units: East Unit and West Unit. Each Unit has approx. 64 campers and 7-10 counselors. The Unit Head has overall responsibility for the campers and staff that make up that Unit. The Unit Head is the direct supervisor of staff and campers and therefore is responsible for assigning cabin groups, monitoring staff and campers, dealing with challenging behaviors and providing leadership and guidance necessary to achieve a rewarding camp experience to both staff and campers.

Aquatics Director
The ULBGC Camp has 2 major items that fall under the supervision of the Aquatics Director: the Lake and the Pool. The Aquatics Director is responsible for maintaining (with additional help from maintenance staff when needed) the Aquatics Area of Camp. The Aquatics Director is responsible for creating lessons in the following camp activities: boating, canoeing, instructional swimming and fishing. The Aquatics Director is responsible for the direct supervision, training (including 1x/session In-Service Training), coaching and evaluation of lifeguard staff. The Aquatics Director will collaborate/cooperate with the Program Director to execute all All-Camp Events located on the waterfront. The Aquatics Director is responsible for the overall safety of all staff and campers that participate in any waterfront related activity.

Assistant Director
The Assistant Director is the second in charge of Camp Operations to the Camp Director. This means that when the Camp Director is off-site the Assistant Director assumes the role of Camp Director and thus makes decisions accordingly. This position requires someone of good judgment, maturity and problem solving skills.

Office Staff
An Office Staff is a key element in the efficiency of a camp. He/she is responsible for maintaining a clean, organized and efficient camp office. This includes all the administrative duties that are associated with an office.

Dining Hall Director/Head Cook
The Dining Hall Director/Head Cook is responsible for training, supervising, coaching and evaluating all kitchen staff. He/she is responsible for maintaining the order and cleanliness of the Dining Hall and Kitchen. He/she is responsible for the planning and preparation of all meals and other food related activities. The Dining Hall Director/Head Cook will collaborate with the Camp Director to order food and keep within the allotted budget. He/she will be responsible for any administrative duties the Camp Director assigns.

Outdoor Living Skills & Ropes Specialist
A specialist will develop and implement lesson plans in outdoor living skills, teambuilding or high ropes which ever specialty an individual will take on. He/she is responsible for teaching specific skills to campers as well as maintaining their safety at all times. He/she should be well versed in the skill they expect to teach as well as be able to instruct children in that skill.

Contact Angelica Schab for more information.
Phone: 773-680-0621

**Fry Family YMCA of Metro Chicago**

All counselors need one year of completed college, education and child-related majors are preferred. Mandatory paid trainings from May 23rd through June 4th. You will work with the same group of kids for the whole summer. They range from first grade to eighth grade. Four out of five days fieldtrips will be taken to places like amusement parks, water parks, bowling alleys, museums etc. To apply go to the Fry Family YMCA Website and download and complete application. Then mail it to Claudia Langoni, Fry Family YMCA 2120 W. 95th St. Naperville, IL 60564

**Boy Scouts of America**

Must be at least 21 years old. Background in youth work and/or youth development helpful. Minimum high school diploma or equivalent required. Scouting experience preferred. Bilingual Spanish speaking preferred. Employment subject to the completion and approval of the Boy Scouts of America adult application and clearance of police background check. Valid drivers license and good driving record required. Serve as a positive role model for youth by organizing and running weekly meetings. Provide direct program leadership to after-school programs. Program supplies will be provided by the Three Fires Council. Any purchases by the Program Assistant need to be approved by the District Executive prior to purchase otherwise reimbursement is not guaranteed. Amount: $10-12 per hour depending on experience.

Ivan Correa 630-730-2725

**RSA Medical**

Large, contemporary medical facility located in Naperville, IL has IMMEDIATE openings for CNAs, LPNs, RNs and new nurse graduates! Our facility is experiencing tremendous growth and we are in need of nurses for part-time and full-time shifts. We offer outstanding benefits for full time employees. Responsible for obtaining and reviewing patient’s medical histories. Work closely with physicians and medical staff to facilitate appropriate documentation to patient’s medical charts. Ability to type at least 30-35 wpm. Working knowledge of some medical terminology / pharmacology. Excellent verbal and communication skills. Ability to work independently, and as a team member. Please contact Terri at RSA Medical: 630-718-7812

**Full Time Job Openings**

**Menards Manager Trainee**

Must have a bachelors degree in a business field and be open for relocation. Will earn great benefits and earning potential. Career opportunities available upon completion of training program.

Apply at:
Menards
1200 Ogden Ave
Montgomery, IL 60538
Menards
Sun-Times Media
Inside Account Executive

Location: NAPERVILLE/AURORA AREA
Position is responsible for selling print and interactive advertising for all Sun-Times Media Publications and Web Partnerships. Make outbound phone calls to re-solicit existing customers and solicit new customers. Meet and/or exceed revenue goals and expectations set forth by the department and develop new accounts through outbound solicitation of business. Maintain and service all assigned accounts, fulfill contracts, know and understand the advertisers’ needs, while maximizing revenue and achieving sales objectives. Develop strong, long lasting relationships with dedicated accounts. Work with other departments such as Art Department, Retail Advertising, Credit Department, Editorial and Circulation.

Qualifications:
Sales or advertising experience beneficial.
Knowledge of Microsoft Office (Word, Excel, PowerPoint)
High school graduate or GED required. A college degree is a preferred. Ability to establish effective working relationships with peers, supervisors and customers
Time management
Work independently with minimal supervision
Professional in appearance and demeanor
Well developed inter-personal and communication skills, both oral and written, and the ability to close sales.

Apply: Please send resume and cover letter to mdoherty@suntimes.com

INTERNERSHIP OPPORTUNITIES

Fermilab
Each participating student would have the opportunity to select a project that would constitute the bulk of his/her focus through the internship. Completion of the project would require research of HR topics and related information using available public resources, application of HR-knowledge already acquired through the students education to date, interviews of employees and visitors at the Lab, and the development of both written and oral presentation materials. In addition, each student would be involved in smaller assignments as they become available, and assist in daily operational tasks. The internship program as a whole will be coordinated by, and each participating student will be supervised by, the IS Supervisor, who will monitor the students progress on the main project as well as on smaller assignments and daily operational tasks, and provide regular feedback to the student that evaluates and reflects upon the students performance of legal tasks.

Contact Amanda Thompson for more information.
Internal: (ph) x4203 (fax) x3688
External: (ph) 630-840-4203
Business Development Intern Position:
Water Street Studios is a 501(c)3 not-for-profit art center in Batavia whose mission is to bring fine art and arts education to the Fox Valley. The 16,000 sq ft arts center features over 30 working artists studios, two galleries and three classrooms. This is a nonpaying position offering great experiences and resume building.

Job Description
- Produce promotional literature, audio and video presentations that educate the public and possible donors on the many programs at Water Street Studios.
- Work with Director of Development to identify the needs of Water Street Studios and match those needs with suitable grant opportunities.
- Research grant opportunities and summarize the suitability and grant process for the WSS Board of Directors and Development committee.
- Work closely with the Development Committee to cultivate donors and maintain good donor stewardship.
- Help to manage the grant application process as well as follow up on grants received and coordinate necessary reporting to grantors.
- Go out in businesses in the community to promote WSS and request funding.
- Attend gallery openings to give tours of WSS to members and sponsors.
- Attend other WSS special events to promote WSS, her programs and community activities.

Requirements:
Candidate must have excellent verbal skills and be confident in making telephone calls to members as well as talking about WSS in person.
Candidate must have excellent written, computer and organizational skills.
Candidate must be interested in the arts as well as serving the community at large.

How to Apply
Please submit a resume to Jim Kirkhoff, Director of Development development@waterstreetstudios.com

Education Intern position:
Water Street Studios is a 501(c)3 not-for-profit art center in Batavia whose mission is to bring fine art and arts education to the Fox Valley. The 16,000 sq ft arts center features over 30 working artists studios, two galleries and three classrooms. This is a nonpaying position offering great experiences and resume building.

Description
- Gain knowledge about WSS and its programs in order to serve the community
- Attend Education Committee meetings
- Be willing to go out in the community to promote WSS.
- Generally, work with all the WSS Committees with the intent to understand their operations and work toward creating partnerships with other WSS staff and Directors
- When needed, work with volunteers on education initiatives and attend special events
- Work on special projects as requested by Director of Education such as art supply sponsorship, birthday party programming, etc
- Assists in classroom setting as a helper during classes
- Organizes files and paperwork as well as the School or Art closet and classroom facilities
- Other tasks as assigned by the Director of Education.

Requirements:
Looking for a highly organized individual who has an interest in the Arts, who is creative, offers good judgment, has excellent customer service skills. A candidate who is willing to problem solve, has great written and verbal communication skills, and has good computer skills. Experience in Arts Education is preferred but not required.

How to Apply
Please submit a resume with a brief cover letter about yourself to: Kari Kraus, Director of Education, education@waterstreetsudios.com

**Gallery Intern position:**
Water Street Studios is a 501(c)3 not-for-profit art center in Batavia whose mission is to bring fine art and arts education to the Fox Valley. The 16,000 sq ft arts center features over 30 working artists studios, two galleries and three classrooms. This is a nonpaying position offering great experiences and resume building.

**Description**
- Help field phone calls, answer questions about gallery submissions, events, gallery openings, studios, and BAA in general
- Answer emails and provide detailed update
- Create and maintain database for gallery submissions
- Multi-task under time restraints
- Assist in preparing and hanging work in the gallery
- Good written and verbal communication skills
- Assist in developing print and video advertisement for gallery showings
- Availability to work in gallery during open hours
- Flexible schedule
- Be able to attend gallery openings and other WSS Events
- Willingness to learn about WSS and work with Marketing committee
- Maintain the cleanliness of gallery
- Coordinate volunteers for working the gallery
- Enter and process daily gallery receipts in excel
- Art background preferred, but not required

**Requirements:**
Candidate must have excellent written and verbal skills.
Candidate must have excellent computer and organizational skills.
Candidate must be interested in the arts as well as serving he community at large.

How to Apply
Please submit a resume to Steven Lockwood: Gallery Director/Water Street Studios gallery@waterstreetstudios.com

**Marketing Intern**
**Duration:** 3 Months (with the possibility of an extension)
**Work Hours:** Approximately 10 hours per week. Flexible schedule.

Aikerson Consulting Group Inc. provides training and consulting services to business professionals in the area of Interpersonal Communication. Based in Aurora, Illinois, we provide services throughout the United States. We seek a Marketing Intern to develop and execute a Marketing program. Candidate will learn from training videos based on some of the latest trends in Internet marketing. Candidate will then develop and execute a marketing strategy designed to meet specific business criteria. Candidate will also engage in other marketing and business growth activities, including web site updates. This position represents an excellent learning opportunity and resume builder, and may lead to longer term paid employment. You will work directly with company founder and CEO, LaShanya Aikerson Sullivan. LaShanya is a graduate of the Illinois Mathematics and Science Academy in Aurora, Illinois (high school), Bradley University (where she got a Bachelor of Science Degree in Electrical Engineering), and Northwestern University (where she got an MBA with a major in Marketing, Organizational Behavior, and Strategy). She worked for many years, primarily as a management consultant for Fortune 100 companies, prior to starting her business. The selected intern will work on real world marketing from the perspective of an entrepreneur.

Candidate Requirements:
- Initiative and drive to meet deadlines while working remotely.
- A passion for social media, including Facebook, Twitter, LinkedIn, and YouTube.
- A detail oriented focus.
- Excellent verbal and written Communication skills.
- Access to a personal computer.
- Reliable access to a high-speed Internet connection.
- Access to a phone and e-mail account (communications will primarily take place remotely).
- Expertise using Microsoft Office (Word, Excel, and PowerPoint).
- Completion of at least one college marketing course. Marketing major preferred.
- Junior or Senior preferred.

**To Apply:** Application deadline is February 1, 2011. Contact LaShanya Sullivan by phone at 678-522-1545. Call Monday through Friday between 12:00 p.m. and 1:00 p.m. CST (should you get voice mail leave a message with your phone number and make yourself available for a return phone call during this time window). Phone screen required prior to e-mail resume submission. After the phone screen candidate must submit a one-page resume (have this ready to send).

**LIVE. LEARN. INTERNS. SUMMER INSTITUTES**

June 5 – July 30, 2011
Held at Georgetown University, Washington, DC
[www.DCinternships.org](http://www.DCinternships.org)
ACCEPtING APPLICATIONS FOR PRIORITY DEADLINE OF FEBRUARY 3, 2011
Sponsored by The Fund for American Studies and held at Georgetown University, the Institutes combine substantive internships for 30-35 a week, courses for academic credit, career development activities, site briefings and lectures led by prominent policy experts. These fast-paced, eight-week residential programs provide students from around the world with opportunities to gain the edge in today’s competitive job market and graduate school admissions, and experience the excitement of Washington first-hand.

**APPLICATION INFORMATION**

Students will be accepted on a rolling basis until the Final Deadline of March 3, 2011. Students applying by the Priority Deadline of February 3, 2011 will be given preference in admissions and priority scholarship consideration. For more information and an online application, please visit our website [www.DCinternships.org](http://www.DCinternships.org) or contact Elizabeth Matecki, Recruitment and Admissions Assistant, at admissions@tfas.org or 1-800-741-6964. Please click on this link for an informational brochure: [https://www.DCinternships.org/tfas/brochure/index.asp](https://www.DCinternships.org/tfas/brochure/index.asp)

**Chicago Festival Association**

Interns contribute to all aspects of event production and gain valuable experience through exposure to a variety of industries. Students interested in pursuing a career in the special events industry are encouraged to apply. This internship entails preparation of the McDonald’s® Thanksgiving Parade as well as other CFA produced events. Fall internships begin in August/September and last until December 16. Interns must be available to work November 12, November 19, November 20, November 24 and November 25.

**RESPONSIBILITIES**

Production Assistant responsibilities will include directly assisting full-time event management staff with daily operations including, but not limited to:

- Event Planning
- Event Marketing
- Sponsorship Coordination
- Public Relations Plan Implementation
- Budget Development
- On-site Event Operations Management
- Parade Unit Recruitment
- Event Programming Development
- Volunteer Recruitment

**QUALIFICATIONS**

Intern must possess:

- Excellent organizational skills
- Superb verbal and written communication skills
- Ability to handle multiple tasks and projects simultaneously in a deadline-driven environment
- Proficiency in Microsoft Word and Excel
PREFERRED MAJORS
- Event Management / Planning
- Marketing
- Advertising
- Business studies
- Public relations
- Leisure studies
- Communications
- English studies

TIME COMMITMENT
- Full-time
- 40 hours per week, with extended hours during the month of November
- Non-paid

YDP Intern Specialist
The Youth Development Program Internship is an opportunity to engage youth in academic mentorship and tutoring. Interns will spend the majority of their time engaging youth in school based activities as well as community events. As part of the team they will also develop and implement educational components that will assist the participating youth in exploring: leadership, career opportunities, and higher education.
Responsibilities:
  - Complete Youth Development Training
  - Assists program coordinator in the planning, implementation, and evaluation of program services.
  - Participate in the recruitment and intake of new participants.
  - Assists in maintaining a record keeping system that includes participant files.
  - Maintain records of participant performance and attendance.
  - Plan and prepare for positive behavior reinforcements and other special incentives
  - Planning for special and family events
  - Securing and maintaining materials necessary for program activities
  - Assist coordinator in maintaining direct communication with parents.
  - Assist coordinator in the implementation of academic and life-skills curricula
  - Engage in direct services for program participants including homework help/tutoring and various artistic, cultural, and recreational activities.
  - Participate in regular staff and team meetings, supervision meetings, in-service training, and other trainings.
  - Participate in agency-wide performance planning and evaluation, and evaluation of program services
  - Perform other duties as assigned.
Qualifications:
  - Experience with children, adolescents, and families
  - Courses in social service, education, or related field
  - Excellent interpersonal skills, specifically relating well to a diverse group of participants, volunteers, and staff
  - Demonstrated written and oral communication skills.
Basic knowledge of computer programs including Microsoft Word, Excel, and Publisher

Bilingual preferred, but not required

Send Resume and References to:

Violet Flores, Program Coordinator
Family Focus Aurora
550 Second Ave.
Aurora, IL 60505
Office: 630.265.7024
Email: violet.iniguez@family-focus.org

Summer Program Intern Specialist

Overview:
The Youth Development Program Summer Internship offers both interns and youth participants the opportunity to engage in educational activities outside of the classroom. With only a short amount of time the interns and youth will collaborate to create exciting opportunities in recreational activities to strengthen basic math, reading, and technology skills.

Responsibilities:
- Complete Youth Development Training
- Assists program coordinator in the planning, implementation, and evaluation of program services.
- Participate in the recruitment and intake of new participants.
- Assists in maintaining a record keeping system that includes participant files.
- Maintain records of participant performance and attendance.
- Plan and prepare for positive behavior reinforcements and other special incentives.
- Planning for special and family events.
- Securing and maintaining materials necessary for program activities.
- Assist coordinator in maintaining direct communication with parents.
- Assist coordinator in the implementation of academic and life-skills curricula.
- Engage in direct services for program participants including mentoring and various artistic, cultural, and recreational activities.
- Participate in regular staff and team meetings, supervision meetings, in-service training, and other trainings.
- Participate in agency-wide performance planning and evaluation, and evaluation of program services.
- Perform other duties as assigned.

Qualifications:
- At least 1 yr of college
- Excellent interpersonal skills, specifically relating well to a diverse group of participants, volunteers, and staff.
- Demonstrated written and oral communication skills.
- Basic knowledge of computer programs including Microsoft Word, Excel, and Publisher.
- Background check with Family Focus.
Bilingual preferred, but not required

Send Resume and References to:
Violet Flores, Program Coordinator
Family Focus Aurora