Weekly Job and Internship Information
03/04/11

EVENTS

Career Makeover by Old Navy
Thursday, March 10, 2011
12:00 p.m. to 7:00 p.m.
Old Navy at 1150 75th St Downers Grover, IL
We are recruiting for managers and supervisors. We’ve got career opportunities at all levels in our stores, all across America.

Chicago Wolves host, Sixth Annual Career Fair
Friday, March 11, 2011
4:00 p.m. to 6:30 p.m.
Allstate Arena Skyline Room
Career Fair attendees will have a chance to discuss job opportunities with professional sports franchises and Chicago land businesses. Full-time, part-time, and internship opportunities will be available. Representatives will include, but are not limited to:
Registration for the Career Fair is $20. A ticket for the contest between the Wolves and Rivermen is included. Additional tickets for the game may be purchased at a discounted rate. Parking is $11 per vehicle. For more information call 1-800-THE-WOLVES.
http://chicagowolves.com/tickets/career-fair-2011

"The Power of Networking and Relationship Development"
Thursday, March 24, 2011
5:00am-6:00pm
University Banquet Hall at Aurora University
Pizza will be provided
RSVP by calling (630)-844-6870

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

Paramount Fence
Looking for a college student to fill a temporary position. It would be only for this March, April and May 2011. I need someone for about 3-4 hours a day Monday-Friday, preferably in either mid morning or late morning to early afternoon (e.g. 9am-12noon, or 11am-2pm), the hours can be flexible each day, but they need to be consecutive hours. The position is for an office assistant to assist me during our busy time of year. The candidate needs to be proficient in MS office, possess great phone skills and interpersonal communication. This is a fast paced environment, so multi tasking ability is a must! If interested please email resume to Rachel@ParamountFence.com. Pay will be discussed at time of interview. Position needs to be filled by March 4.

CHICAGO - SUMMER 2011 EMPLOYMENT OPPORTUNITIES

Do you enjoy sports? Do you like having fun and working with kids? Do you like spending your summer days outside? Do you want to improve your coaching/teaching skills? If this sounds like you, come work for Skyhawks, the largest provider of sports programs for kids. Skyhawks is looking for teachers, coaches, college students and high school students who are interested in teaching young athletes (ages 3 – 12) the rules, techniques, and strategies of the following activities:

- Soccer
- Baseball
- Basketball
- Flag Football
- Beginning Golf
- Tennis
- Volleyball
- Roller Hockey
- Track and Field
- Lacrosse
- Skateboarding
- Cheerleading

SUMMER PROGRAM LOCATIONS – CHICAGO:
Arlington Heights
Elk Grove
Naperville
Barrington
Gurnee
Northbrook
Bloomingdale
Hinsdale Village
Orland Park
Chicago
Itasca
River Forest
Crystal Lake
Vernon Hills

COMPANY DESCRIPTION: Skyhawks partners with community-based organizations to provide youth opportunity to enrich their sports skills by participating in safe, positive and non-competitive programs and camps. Over 20 years of experience have helped to build a menu of programs as varied as our young athletes. From Traditional Summer Programs to Year-Round athletics and Tournaments, Skyhawks offers it all.

JOB DESCRIPTION: Directors and Coaches positions are available both for week-long half-day programs and week-long full-day programs. Skyhawks assigns staff on a weekly basis. Staff who do an excellent job and perform well will work on a consistent basis. Staffing is based on a number of factors including number of sports staff can
teach, flexibility in driving to different locations, and how well the staff are currently doing their job.

JOB REQUIREMENTS: Skyhawks is looking for sports-oriented individuals who are highly-motivated, energetic people who enjoy working with children. Skyhawks requires staff to attend 2-3 training sessions. Trainings will be held in the evenings and weekends in May and June. Skyhawks requires Directors to be First Aid and CPR certified and Coaches to be First Aid Certified by the time you work your first camp. Certification classes are held at local hospitals, park and recreation departments, fire departments, Red Cross and other community resources. Staff must be at least 17 years old by June 1st.

SUMMER PROGRAM HOURS AND PAY: Program times are typically 9am-Noon or 9am-3pm Monday through Friday. Staff will work 18-19 hours/week for ½ day programs and 33-34 hours/week for full day camps. Skyhawks summer programs typically run over an eight to ten week period starting in June and concluding the last week of August. Pay range is between $8.25/hour to $12/hour based on school level and experience.

HOW TO APPLY: If interested in working, please apply online at www.skyhawks.com

FOR ADDITIONAL INFORMATION, CONTACT:
Max Andrews --- mandrews@skyhawks.com

FULL TIME JOB OPENINGS
Fan Services Representative Job Description
Fan Services Overview

The Fan Services Team has one goal: To ensure that the Chicago Bears fans’ gameday experience is the best in the NFL. Fan Services Team members provide Bears fans with a high level of customer service and assistance, and are committed to our “Fans First” attitude. The Fan Services Representative is a paid, part-time, gameday position.

Responsibilities

- Proactively offer assistance and respond to the needs and questions of all fans in attendance at Chicago Bears home games at Soldier Field.

- Will be assigned to staff a Fan Services booth or a mobile “roving area” located in various positions in the stadium during the game, and / or outside of the stadium pre- and post-game.

- As part of the part-time gameday staff, the expectation will be to report on time and attend to all training sessions, stadium orientation programs and work assignments, and to be available to work all home regular season and playoff games.

- Perform other gameday duties as assigned by the Director of Fan Services and/or the Fan Services Coordinator, including, but not restricted to, supporting the United Club and Executive Suites stadium operations.
• Be able to work in an outdoor environment and withstand varying weather conditions throughout the season.

Qualifications

• High school graduate or equivalent. Some college education preferred, areas of study in sports marketing, sports management, communications or behavior sciences most desirable.

• Prior employment experience in customer service or a service-related industry preferred.

• Must be committed to the “Fans First” attitude, possess strong customer service and interpersonal communication skills. Must have a genuine desire to help people, be enthusiastic and fan friendly.

• The ability to make decisions and do what is best for the fans, while working in a team environment and within established guidelines and procedures.

Reporting Relationship: Reports to the Fan Services Coordinator and the Director of Fan Services

Compensation: To be determined

For more information and to obtain an application, contact:

Melissa Werderitch
Chicago Bears, Fan Services Coordinator
Soldier Field, Gate 14
1410 S. Museum Campus Drive
Chicago, IL 60605
Phone: 847-739-5373
Fax: 312-235-7039
Melissa.Werderitch@Bears.NFL.net

Home Helpers
Home Helpers is seeking outstanding people for our dedicated team of CareGivers! We help the elderly maintain their independence by providing, in home companionship and other non medical assistance. Duties may include light house cleaning, meal planning & preparation, assistance on errands and appointments, also daily living activities (bathing, dressing, hygiene, mobility etc). If you think you are right for the job, we are looking for full and part time, night time, weekend & LIVE INs

Caregivers Needed in Oswego, Yorkville, Plano, Montgomery, Aurora, DeKalb, Sandwich, Hinckley, Geneva, North Aurora and surrounding communities.

We have immediate openings and will interview ASAP. Please call today!

Call our job hot line 1-866-637-3954 (24/7). Please leave a message and we will return your call.

INTERNERSHIP OPPORTUNITIES
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 he 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@waterstreetstudios.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

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. INTERN. SUMMER INSTITUTES
June 5 – July 30, 2011
Held at Georgetown University, Washington, DC
www.DCinternships.org
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](mailto: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

**Time Commitment:**

- Full-time
• 40 hours per week, with extended hours during the month of November
• Non-paid
Contact information: 1507 East 53rd Street #102 Chicago, IL 60615 or fax 866-397-4037

**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.

**Account Coordinator Intern**
**Requirements (required):**
- Working towards a college degree in marketing, communications or advertising.
- General understanding of advertising.
- Ability to work well in a fast-paced environment.
- Proficient with MS Word and Excel.
- General knowledge of branding.
- Excellent verbal and written communication skills.
- Strong organizational and time management skills.
- Terrific attention to detail.

**Application Requirements:**
- Cover letter.
- Resume.
- Availability (days of weekend and number of hours per week).
Contact Christina Wojtowicz at cwojtowicz@demicooper.com.

**Web Marketing Intern**
Requirements:

- Working towards a college degree in journalism, communications, marketing or advertising, required.
- General understanding of Social Media Marketing, required.
- Ability to work well in a fast-paced environment, required.
- Proficiency with MS Word and Excel, required.
- General knowledge of branding, required.
- Excellent verbal and written communication skills, required.
- Strong organizational and time management skills, required.
- Terrific attention to detail, required.
- Basic knowledge of HTML, preferred.
- Knowledge of viral marketing, preferred.
- Skilled in reporting methods using Google Analytics or similar programs, preferred.
- Knowledge of SEO/SEM/PPC marketing, preferred.
- Working knowledge of public relations for the web, preferred.
- Knowledge of social bookmarking marketing, preferred.

Application Requirements:

- Cover letter
- Resume
- Availability (days of weekend and number of hours per week)

Contact Luke Trayser at Ltrayser@dcinteractivegroup.com.

Marketing and Communication Intern

Position presents an exciting opportunity for a dynamic individual with an interest in social marketing, public relations, graphic design, and communications.

Responsibilities may include:

- Updating and improving all existing marketing/press/donor materials for OWYP programs
- Contacting media groups to attract media attention and press coverage
- Maintaining and expanding our social media presence
- Researching networking opportunities, speaking events, and workshops
- Developing monthly online newsletters for our network
- Support in creating forums for engagement among non-participants of our program

Additional qualifications:

- Strong communication, both written and oral
- Computer efficiency in design programs such as Adobe InDesign, Adobe Illustrator, and/or Omnigraffle
- Ability to use creative thinking and independent judgment regarding marketing and communications initiatives

The candidate would work at our office, located at 1850 M St, at least 10 hours a week.
Contact Anjali Daryanani, Communications Director, One World Youth Project at Anjali@oneworldyouthproject.org or 202-747-0357

Institute on Philanthropy and Voluntary Service (IPVS)
Offers you a chance to put your talents towards affecting change. Spend your summer in service while getting a hands-on learning experience in Washington, DC. This summer’s IPVS application deadline is March 3, 2011. There is generous scholarship funding available. You still have the opportunity to be placed in an internship that puts you on the front-lines of our nation’s recovery and renewal.

· Provide families with educational programs that COMBAT childhood obesity.
· Help to ADVANCE public health by conducting intake interviews.
· Facilitate enrichment opportunities for at-risk youth that ENCOURAGE future successes.
· TRANSLATE legal service documents and consultations for low-income immigrants.
· Raise money and awareness for diseases that AFFECT millions.
· Provide DIRECT emergency services to clients at a homeless shelter.
· Research nonprofit policy and REPORT on agency benefits.
· ENGAGE the local community in a park clean-up that revitalizes urban green spaces.

For more information and to being an application, please visit our website at www.DCinternships.org/IPVS. Please keep in mind the application deadline of March 3. Questions may be directed to Mary Connell, Recruitment and Admissions Director, at mconnell@tfas.org or 202.986.0384.

GENCO ATC Supply Chain Management Intern
We are looking for enthusiastic interns with exceptional communication, problem solving, and relationship building skills, along with customer focus and a drive for results to join our Supply Chain Management internship program. You will be assigned to one or more project teams where you will have full support and accountability to deliver outstanding results on your project or piece of the project. You will have the opportunity to attend high level executive and strategic meetings, rotate through departments in the company to gain a broad understanding of our business and the careers available within our business, meet with your Vice President mentor and travel to field locations. This experience will culminate in a presentation of your project results and intern experience to company executives and your peers. This is a 12 week program.

Qualifications:
Junior status, Supply Chain Management, Logistics, or a related major, demonstrated leadership skills, strong communication and problem solving skills, and self motivated

Location:
Corporate headquarters in Pittsburgh (Blawnox) PA or a Distribution Center

Training:
Interns will gain a broad overview of the company’s business units and field operations by rotating through the various departments and functions. Students will leave GENCO with a broad understanding of how GENCO works, works together, and works with our customers. GENCO is committed to the development and success of its interns. As a result, each intern will be under consideration for available job openings after graduation.

Contact Joe Ulrich at joe.ulrich@gencopharma.com if you have any questions. “Let us make you look good at your next event!”

**Frontier Management Group**

Frontier Management Group (FMG), a global, independently owned and operated event production firm is pleased to announce internship opportunities at our headquarters in Brookfield, IL. Our internship program entails extensive work in both of our companies (FMG Events and FMG Services) on a year-round basis. FMG Events, one of the largest diversified producers of live events in the world, designs, manages and executes over 400 events annually, providing high quality forms of specialized events and family entertainment to hundreds of thousands of fans each year. Interns will assist full and part time staff with day-to-day operations. Each intern will have the opportunity to both gain experience and contribute in all event-related aspects within each of our Event Divisions including:

- Sporting Events
- Special Events
- Festivals
- Experiential Marketing
- Motor Sports & Action Sports
- Meeting & Conferences
- Airshows
- Concerts
- Galas & Fundraisers
- Conventions & Expos

FMG Services, provides individuals, groups, committees and companies of all sizes with customized solutions to their event needs. Interns will directly assist our full and part time staff with day-to-day operations. Each intern will have the opportunity to learn and work within each facet of Service providing for the events industry including, but not limited to:

- Event Planning
- Event Staffing
- Operations & Logistics
- Management Sales & Sponsorship
- Talent / Performer Booking
- Finance / Accounting
- Marketing & Public Relations
- Commercial & Video Production
- Vendor Management
- Risk Management

Our Internship program is open to current students, recently graduated students as well as those looking for a career change. Anyone interested in pursuing a career within the Events industry are highly encouraged to apply. We offer part time (20 hours / week) or full time (40 hours / week) commitment options and although the program is not a paid internship, there are opportunities to earn income while working on site at FMG scheduled events. All candidates interested in applying should possess the following qualities:

- A strong work ethic
- Ability to multi-task while meeting deadlines
- Excellent organizational and communicational Skills
- Leadership and team-building skills
- Punctuality
- Ability to work BOTH week days and weekends
- Ability to travel
- Proficiency in Microsoft Word and Excel

Our office is located in Brookfield, IL, only a few minutes away from I55 and 290, and is also accessible by Metra via the Burlington Santa Fe Line. All interested applicants should mail, e-mail or fax a cover letter and resume to Carole Jo Fremouw at cfremouw@fmgevents.com

2011 Bulls/Sox Academy Summer Semester Graphic Design Internship
Internship will run May 16-August 12, 2011

16-20 hours/week (hours typically Monday-Friday between 9am-5pm, with some weekends necessary for events)

Location:
Bulls/Sox Training Academy
6200 Riverbend Drive
Lisle, IL 60532

Responsibilities:
- Assist Creative Director with design and production of Academy marketing collateral including: brochures, flyers, posters, signage, apparel and etc.
- Assist with event/in-house photography & videography
- Assist with website design and content management
- Assist with various promotional events
- Set up files for Prepress and production
- Perform additional marketing tasks as assigned

Special Requirements:
- Working knowledge of Adobe Photoshop, Illustrator, InDesign required
- Experience with Adobe Dreamweaver/html coding recommended but not required
- Must be able to work on a MAC platform

If you are interested in interviewing for this internship or have any questions in regards to this internship, please contact Rick Knipfer via email at: rknipfer@bullssoxacademy.com

Kele&Co
Looking for an intern for my direct sales company. We sell .925 sterling silver jewelry in home parties. I have about 85 reps across the country. I need help with shipping,
inventory management, social media, marketing, organization, sales and customer service. I could really use two interns maybe three? We have been in business a couple years and are really starting to grow. I would love for someone to start now if possible! I am only about 2-3 miles from campus. This company is run in my house so I need someone that is trustworthy. I also have a 2 year old so I need someone safe for him to be around as well.
Contact Kelly LeFevre at 630-340-4422 for office or 630-606-4068 cell

**Office Business Center**
Office Business Center is seeking a tech savvy, self-motivated marketing and communications intern. Working with current staff, this intern will create a corporate presence on social media sites that compliments our existing marketing plan. This intern would be responsible for identifying new social media marketing avenues, create a sustainable social media marketing plan, and professionally promote properties on YouTube and Flicker. This intern may also be responsible for researching and proposing new business development markets. If interested please send your cover letter and resume to georgia@farnsworthoffice.com or for more information call 630-585-1250. Since 1993, Farnsworth Offices has provided office space and comprehensive services for small businesses in the Fox Valley. Our 56,000 square foot, six story office building, located two blocks south of the I-88 and Farnsworth Avenue/Kirk Road interchange in the East-West Corridor, has offices ranging in size from 110 square feet to 2,500 square feet. The lease rates are flexible and the services are designed to meet the needs of any individual business.

**Internship – SharePoint Project Consultant**
**Description:**
Seeking qualified individual to offer support for Microsoft SharePoint project implementation. Knowledge of SharePoint is required. This is an internship position with no defined time period.

Applicant will take part in meetings with outside SharePoint consultants and help explain various design points to executive level management. Other duties include data entry into SharePoint system and/or helping configure security for system and train other staff members on using SharePoint.

Ideal candidates will have experience working in Microsoft SharePoint. Microsoft SharePoint 2010 experience is a bonus.

**Required Skills:**
Knowledge of Microsoft SharePoint 2010, with special focus on lists and various layouts and views. Ability to communicate higher technical concepts to personnel in less technical terms.

**Desired Skills:**
Web experience with regard to design and layout is a bonus. The job involves taking part in the design and implementation of a SharePoint solution, thus applicants will be expected to enter data into the system for setup, as well as do some low level administration of the SharePoint solution. Microsoft SharePoint skills on versions 2007/2010 are required.

Contact:

Please email resumes to hr@wheatlandtitle.com. Please reference “SharePoint Intern” in the subject.