Weekly Job and Internship Information
3/25/11

EVENTS
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

Southeastern Wisconsin Teacher Recruitment Fair
Saturday, April 16, 2011
8:00am for pre-registered applicants to check in
10:00am on-site registration
Cudahy High School
4950 S. Lake Dr.
Cudahy, WI 53110
$15 registration fee required. Anyone that is pre-registered will have more time with the districts. Pre-register at www.cesa1.k12.wi.us the deadline is April 6, 2011.

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 - SKYHAWKS
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 various sports. 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. HOW TO APPLY: If interested in working, please apply online at www.skyhawks.com FOR ADDITIONAL INFORMATION, CONTACT: Max Andrews --- mandrews@skyhawks.com

FLINN SCIENTIFIC INC.
Located in Batavia and is now interviewing Graduating Seniors and current college students to help us through our busy summer season. As a leading distributor that sells science supplies to teachers, our company needs extra team members during the busy summer months. Recruiting 15-20 full time positions. Working in our clean, safe, and quiet warehouse! Complete an application in person at: Flinn Scientific Inc. 770 N. Raddant Road, Batavia, IL 8am – 5pm, M-F. Qualifications: Must be a graduating high school senior or currently enrolled in college.

FULL TIME JOB OPENINGS

FAN SERVICES REPRESENTATIVE JOB DESCRIPTION
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. Qualifications include:

- 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.

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

SEASONAL MERCHANDISERS
A highly qualified company providing annual flowers to Home Depot stores, are looking for self-motivated, friendly people to assist in the merchandising of their product at your local Home Depot garden centers. Responsibilities include creating displays, condensing racks, signage, watering, and customer service. Merchandisers will be employed during growing season and can be full time or part time with flexible schedule although some weekend work is required. No experience is necessary. If interested, send a letter of interest to: annualflowers@gmail.com or gardenscout@yahoo.com

PROGRAM ASSISTANT
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. Position is open to Males and Females.

- Organize and run weekly after-school meetings and monthly special activities for assigned Scoutreach groups.
- Share information with Scouts and parents about district and council activities to include but not limited to Pinewood Derbies, Winterspree, Cub Scout Day Camp, Zoo Day, Community Service Project and fall Popcorn Sale.
- Assist Scouts with personal advancement plans. Designate one meeting per quarter for the presentation of Scouting awards with parents in attendance.
- Assist in recruiting new boys from the neighborhoods to join Scouting groups.
- Assist in recruitment of parents and other community leaders. Encourage parents to attend training and assist in leadership.
- Attend training and other relevant meetings as directed by the District Executive.
- Attend monthly district roundtable (first Wednesday of each month).

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 driver’s license and good driving record required.

If Interested Contact:
Ivan Correa
630-730-2725
ivan.correa@scouting.org

NANNY JOB
Family in Montgomery, IL (close to Yorkville, IL) is in need of a student that is interested in watching our 1 year old son and 3 year old daughter. Hours and days of the week
are flexible depending on class schedule. Looking for someone that is creative, flexible, energetic, and organized. Job duties include preparing meals and feeding children, playing and teaching skills to children, and possibly driving daughter to pre-school or one of her classes. If interested please e-mail me at akkunkel@hotmail.com

INTERNSHIP OPPORTUNITIES
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

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. 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 ran in my house so I need someone that is trust worthy. 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.

**SALES INTERNSHIP**
McCormick & Company, Inc., a world leader in the spice, flavor, & seasonings industry, is seeking a Sales Intern in its Central Region Office located at 28600 Bella Vista Parkway in Warrenville, Illinois. This will be a full-time 12 week internship from about mid May 2011 to mid August 2011. This intern will work Monday through Friday from
8:30 a.m. to 5:00 p.m. Note that this is a paid internship, but housing expenses will not be covered. The Sales Internship position will provide students the opportunity to learn about retail within the Consumer Packaged Goods (CPG) Industry. The intern will use market and customer data to help with planning, creating sales presentations and developing strategies. The intern will receive exposure to Pricing, Promotion, Placement and Product and observe the impact of these factors on sales. This student will receive hands on experience with the day-to-day activities within a regional sales office and will be directly responsible for analyzing data, developing presentations, and presenting market analysis reports as needed.

Qualifications:
• Current enrollment as an undergraduate college Junior required
• Currently pursuing a Bachelors Degree in Food Marketing, Marketing, Business Administration, Management or Finance required; Food Marketing major preferred
• Grade point average of 3.0 or better within major required
• Excellent oral and written communication skills for frequent contact with internal and external customers required
• Ability to work independently, learn new tasks, solve problems, and show strong self-motivation and initiative required

Apply online at www.mccormickcorporation.com JOB 23210.

DUPAGE COUNTY EDP is seeking a Wetland Intern to assist the Division of Environmental Concerns for the summer 2011

Duties include:
• Assisting the Wetland Specialists with a wide range of activities in the field and office
• Conducting field inspections at locations throughout DuPage County
• General office duties- filing, copying, note taking, data entry, research
• Completing requests for information

Qualifications:
• Preferred candidate will be a full-time college student with one-year minimum course work in biology, botany, soil science, environmental science, natural resources, or a related field
• Computer skills – Microsoft Word, Excel, Power Point
• Strong written and oral communication skills
• Ability to work outdoors under adverse weather conditions
• Current and valid driver’s license

Applicants are expected to work a regular schedule of 37.5 hours per week Monday through Friday. Intern pay is $10.00 per hour. Please send resume and cover letter to:
DuPage County Human Resources Department
421 N. County Farm Road
Wheaton, IL 60187
Or email to: personnel@dupageco.org
Phone: (630) 407-6300    Fax: (630) 407-6301