



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

www.schaumburg.com

PLANNING DIVISION – Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

Internship Goals:

- Provide intern with exposure to urban planning
- Provide insight into working in the public sector

Internship Schedule:

- 2 hours per day; up to 3 times per week
- Willing to coordinate with school for class credit

Essential Internship Functions:

- Observe the Planning Manager, Community Planner, and other planning staff members at work
- Learn the core functions of the Community Development Department Planning division
- Additional opportunities may include supporting the planning staff with planning related projects, assignments, and research

Requirements:

- Must be a student in good standing currently enrolled in a Planning or Design related program
- Interest in pursuing planning as a career, particularly in urban, landscape, or sustainability planning
- Computer proficiency in Microsoft Office
- Good communication and interpersonal skills both written and over the phone
- Criminal background check must be completed with satisfactory results

If you are interested in submitting an application for this unpaid Planning Division Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer .

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER