



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

www.schaumburg.com

COMMUNICATIONS 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 a real-world experience about how Communications is performed for the public sector within a local municipality.
- Mentor intern on the skills and tools needed to perform effective communications within an organization.

Internship Schedule:

- Flexible days and times, Monday through Friday during the hours of 8:00a – 4:00p
- Willing to coordinate with school for class credit

Essential Internship Functions:

- Become familiar with and perform tasks associated with the village's communication efforts including taking photos and writing content for various communications such as the e-newsletter, Cracker Barrel quarterly printed publication, and social media platforms. This may include attending village events and activities to produce write-ups and take photos in the field.
- Learn about overall process of how we communicate topics to various audiences and the tools that are best suited to effectively push village messages to targeted audiences.
- Become comfortable using a variety of Communication-based tools such as Word, Adobe Software, Constant Contact, Social Media Platforms, Survey Monkey, Apps on phone, etc.
- May also assist with performing organizational tasks such as organizing photo library, scanning hard-copy photos, updating media list, inventory of VOS promotional items, performing research, etc.
- The Communications Intern may also become involved with special projects as assigned.

Requirements:

- Currently enrolled in a Communications, Journalism, Marketing or similar degree program.
- Interest in pursuing a career in a Communications-related field.
- Computer proficiency in Microsoft Office.



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- 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 Communications Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer