

Summer 2017 Internships

Unpaid Internships (pp. 1-6)

Environmental Solutions Group, LLC

Address Line one 2422 E. Washington Street

Address Line two Suite 203 City Bloomington State Illinois Zip code 61704

- First Name of the Supervisor Frank
- Last Name of the Supervisor Downes
- Supervisor's Phone Number 309-826-9677
- Supervisor's E-mail Address fdownes@envirosolutionsgrp.com
- Supervisor's Fax Number 888-505-1902

During which terms would you like to supervise an intern? All

Spring Term (Mid-January - Early May) Fall Term (Mid-August - Mid December)

Summer Term (Mid-May - Early August)

Will the intern be compensated? No

Please select the appropriate categories in which you have internship opportunities.
Please select a... Sales

Please provide a brief description of the major duties of the intern. Cold calling (by phone) small to mid size companies offering information to help them save money and become more environmentally friendly Tracking calls made in Excel Make follow-up calls Set Appointments

What qualifications are desired in internship candidates? Please specify academic training, previous... Good Communication Skills Professional Good Organization Skills Reliable

GARDEN OF BEADIN

Address Line one 502 N Prospect Ste 16

Address Line two City Bloomington State IL Zip code 61704

Web Page www.gardenofbeadin.info

- First Name of the Supervisor Tandy
- Last Name of the Supervisor Chaszar
- Supervisor's Phone Number 309-664-6000
- Supervisor's E-mail Address gardenofbeadin@ymail.com
- Supervisor's Fax Number 309-664-6005

During which terms would you like to supervise an intern? (Please check all that apply): Spring Term (Mid-January - Early May) Fall Term (Mid-August - Mid December) Summer Term (Mid-May - Early August)

Will the intern be compensated? To be determined

Please select the appropriate categories in which you have internship opportunities. Please select a... Merchandising Sales Retailing Advertising and Promotion

Brief description of the major duties of the intern. After 10 years of running the business by myself I am looking for fresh ideas and also to give a student the opportunity to see and experience a "real life" small business. I am looking for someone to help train staff in sales and also someone to help with the back end of the business, the numbers. I am looking for a new approach to my inventory control which is always an ongoing issue due to the fact I sell very small items. The other avenue I need growth is e-commerce.

Desired qualifications

I would like the individual to have already had some experience with retail or sales.

The G3 Movement (based out of Acceleration Naperville Performance)

Address Line one 1740 W. Quincy Ave City Naperville State Illinois Zip code 60540

Web Page www.accelerationpro.com

First Name of the Supervisor Mr. Shannon

Last Name of the Supervisor Fitzhugh

Supervisor's Phone Number [630.708.6955](tel:630.708.6955)

Supervisor's E-mail Address sfitzhugh@g3movement.org

Internship period: Fall Term (Mid-August - Mid December)

Spring Term (Mid December – Mid May) Summer Term (Mid-May - Early August)

Compensation: To be determined

Internship categories: Public Relations Services Research Advertising and Promotion

Brief description of the major duties of the intern: Creating, implementing, and maintaining projects

Student recruitment for programs

Community Research

Establish and maintain partnerships with local associations local associations

Qualifications required:

- Administrative skills, organized and efficient multi-tasking
- Programs and event planning
- Project management
- Strong people skills and effective communication skills
- Ability to take initiative and work independently
- Familiar with Mac
- Proficiency with Microsoft Word and Excel
- Heart to serve and impact youth
- Passion for education

Heartland Animal Shelter

Address Line one 2975 Milwaukee Ave City Northbrook State IL Zip code 60010

Web Page www.heartlandanimalshelter.net

Please provide the name and contact information of the person who will supervise the intern.

- First Name of the Supervisor Angelique
- Last Name of the Supervisor Walker
- Supervisor's Phone Number 847-296-6400
- Supervisor's E-mail Address volunteer@heartlandanimalshelter.net
- Supervisor's Fax Number 847-296-4198

During which terms would you like to supervise an intern?

Spring Term (Mid-January - Early May) Fall Term (Mid-August - Mid December)
Summer Term (Mid-May - Early August)

Will the intern be compensated? The Internship will be unpaid

Please select the appropriate categories in which you have internship opportunities. Please select a... Public Relations Research Not for Profit Advertising and Promotion

Please provide a brief description of the major duties of the intern. He or she will be under the supervision of the shelter manager and assisting with day-to-day operations. Such as: answering the telephone, greeting visitors, researching and implementing ways the shelter can increase adoptions, educational awareness and financial stability, all while carrying out its mission.

What qualifications are desired in internship candidates? Please specify academic training, previous... -Must love animals -Be friendly and courteous at all times - Patient -Compassionate -Creative -Microsoft word Web Design & Power Point (Bonus)

If you have any other comments regarding internships, please use this box for those comments. An ideal candidate would be someone who's able to take initiative and be a real go getter while under the direction of his/her supervisor.

RETIRE WITH COUPONS, INC.

Address Line one: (We no longer hold an office space; we determined we'd prefer to use those funds for community outreach projects. Thus, this position will be mobile!)

Address Line two

Web Page Our website is now kimberlymccormick.com

- First Name of the Supervisor Kimberly
- Last Name of the Supervisor McCormick
- Supervisor's Phone Number 309-846-0415 (my cell)
- Supervisor's E-mail Address kimberly@kimberlymccormick.com (would you be able to update this for your records, as well, please?)

The Internship will be unpaid

Internship areas: -Public Relations -Sales -Research -Advertising and Promotion

Brief description of the major duties of the intern: The Real Bucket List, a division of Retire With Coupons was established to educate others on living in the present, while sharing information on what may be needed while coping with an unexpected death. Although it sounds morbid, our mission is truly to get people to think in the now, and life live on their terms!!

Qualifications

We are looking for an individual with strong computer skills and social media knowledge. Any past work with non profits or social service organizations helps lay the foundation for the importance of our mission. It's imperative our intern have great customer service to work within our community on our behalf, as well as our clients. But, it's just as important to be able to be work alone, with some direction, but being able to take ideas and run with them to create an amazing final project. A majority of the work will be focused on social media exposure, gaining followers, subscribers while also working on social outreach projects, such as Hope Packages for new cancer patients, and Stockings for Seniors.

UPTOWN PARTNERS

100 E. Phoenix Ave. PO Box 589

Normal, IL 61761

Phone: 309.454.9557

Cell: 309.261.6538

Fax: 309.452.2366

jtulley@normal.org

UNPAID INTERSHIP

A great opportunity that offers a wide range of experience!

Brief Description of the internship

Uptown Normal interns will work in a team based setting with Uptown Partners Managing Director and the Uptown Partners Board comprised of Uptown business and property owners and other stakeholders. The primary focus of Uptown Partners is to develop and market the Uptown Normal area through creative promotions, campaigns and events. Interns will have an opportunity to work on a variety of projects including the following:

Duties and Responsibilities

- Updating the Uptown Normal website (little technical skill required).
- Developing and writing content and copy for the website Writing and publishing the Uptown Normal Newsletter.
- Organizing and staffing festivals and events, depending on the season.
- Distributing marketing materials such as flyers, signs, etc
- Interns will also be given an opportunity to organize and develop an independent project to further market Uptown Normal and to work closely with business owners, Town staff and other Uptown Normal stakeholders.

Entails a flexible schedule

Work with a variety of organizations in different fields

- Small and large businesses
- Entrepreneurs
- City Government
- Education
- Entertainment
- Food and Service

Create your own plan of Action! Typically interns will be asked to work some events and participate in routine tasks such as updating the UNBA website, but you will also have an opportunity to design and complete your own projects. The experience is what you make it!

Paid Internships

Noodles & Co

609 S Main Street
Normal, IL 61761
Zip code 61761
noodles.com

Please provide the name and contact information of the person who will supervise the intern.

First Name of the Supervisor Katie
Last Name of the Supervisor Luttrell
Supervisor's Phone Number 3094543900
Supervisor's E-mail Address normal@iwiventures.com

During which terms would you like to supervise an intern? (Please check all that apply):
Spring Term (Mid-January - Early May)

Will the intern be compensated?
The Internship will be paid

What will be the approximate rate of pay?
10-12

Please select the appropriate categories in which you have internship opportunities. Please select a...

Public Relations
Services
Sales
Advertising and Promotion

Please provide a brief description of the major duties of the intern.

- Be present at all off site events
- Set up Benefit nights
- Visit local schools and businesses to promote Noodles

What qualifications are desired in internship candidates? Please specify academic training, previous...

- Must have reliable transportation and a flexible schedule
- Be willing to learn about our food and what we have to offer. This may include working in the kitchen/up front.
- Previous restaurant and catering experience preferred

Embedded Data

RecipientEmail normal@iwiventures.com
RecipientFirstName Katie

CIT Trucks

Address Line one 305 W Northtown Road Suite A, Normal IL 61761

Web Page www.citrucks.com

Please provide the name and contact information of the person who will supervise the intern.

First Name of the Supervisor Laura

Last Name of the Supervisor Nussbaum

Supervisor's Phone Number (309) 445-8100

Supervisor's E-mail Address lnussbaum@citrucks.com

Supervisor's Fax Number (309) 445-8100

During which terms would you like to supervise an intern?

Fall Term (Mid-August - Mid December) Spring Term (Mid Jan – Mid May) Summer Semester (mid-May through mid-August) We will be looking for an intern starting in the Summer and continuing on through school year.

Will the intern be compensated? The Internship will be paid

What will be the approximate rate of pay? \$10/hr.

Please select the appropriate categories in which you have internship opportunities:
Marketing

*Brief description of the major duties of the intern.

Interns work with the Marketing team on promotional development. CIT Trucks Corporate Marketing department supports our locations throughout Illinois and Missouri. This position provides opportunity for personal growth in a busy work environment that is creative, innovative and focuses on excellence. Hands-on experience opportunities include: Advertising updates and creations; Promotional flyers; Website – updates to news content, calendar postings, company information; eNewsletter - participation in analytics reporting, creation and content; Social Media - work with team on fresh content and feeds to sites; Customer and Vendor event planning; Promotional Items - assist with concepts, selections and designs. Interns will have the rewarding opportunity to see projects developed from conceptions to completion.

* Qualifications:

Marketing/ Business/ Communication degree in progress. Good computer skills to include Excel, Word, and Outlook. Photoshop Elements preferred but not mandatory. Personable, with strong organizational skills and ability to work with multiple levels of the organization. Good communication skills with passion to be a part of the company's success.

Additional Comments. 40 hour per week Summer intern with the desire to continue flexible, part-time hours during the semester.

Country Financial

Address: - 9010 N Allen Rd Ste E Peoria IL 61615

Contact Name: - Josh Riekema

Phone Number: - 309-689-3161

Email: - josh.riekema@countryfinancial.com

Fax: - 309-689-3943

Internship Offered: Fall 2016, Spring 2017, Summer 2017 "Build your own Internship".

We have a position available to anyone interested in the insurance/ financial field. Opportunities are available for Marketing majors as well. We will work with you to design a period specific goal and time our office goals to coordinate. Past projects have included Sequential Marketing Plans, Social Media, Door to Door, and email marketing.

Qualifications: Detail oriented, personable, hard-working, trustworthy. Any interest in the insurance or financial services field would be a plus.

Hours are VERY flexible, looking for an upbeat person to work with our exciting office.

Illinois State University Club Hockey Redbirds

Are you looking to gain professional experience in sports? Are you looking for an internship opportunity to build your resume? Check out our internship program. Our team consists of 14 interns, who put in hard work behind the scenes to create a professional atmosphere for the ISU Hockey Club on and off the ice. We are looking to hire interns for the upcoming 2016-2017 season. We host weekly intern meetings to discuss progress and upcoming events, travel with the team for away weekends and work home games located at U.S Cellular Coliseum and Pepsi Ice Center. We are looking for students who have a passion for hockey, are organized and are ready to jump into the action. Each intern plays an important role in our success as a team. Our program is available for course credit at Illinois State University.

Illinois State University Club Hockey is seeking to hire interns for the follow positions (descriptions listed below):

- Game Day Operations Coordinator
- Public Relations
- Marketing
- Graphic Design
- Videographer
- Hockey Statistician

How to apply:

Submit your resume and cover letter to cjwarre@ilstu.edu. Cover letters should include which positions you are interested in, your previous experience, why you think you would be a good fit for our team and best way to contact you.

Deadline for application: \

If you have any questions please contact the Ice Hockey Club President at cmzumer@ilstu.edu

Game Day Operations Coordinator Intern Job Description

Duties will include guest relations, pre-game activities, coordinating sponsored in-game activities, scripting announcements, entertainment, and elevating the overall game day experience for the fans.

Job Duties

- Assist in the planning and preparation of game day events.
- Product Inventory of all merchandise purchased and sold.
- Provide customer service enhancements when managing teams, officials and groups each game.
- Implement pre-game activities according to established protocols.
- Help in coordination of external group activities and promotions.
- Develop and implement game day activities to enhance event experience for fans.
- Evaluate and assess game day activities and promotions.
- Assist in various game day tasks and functions.

Preferred Skills

- Current enrollment at Illinois State University as sport and recreation management.
- Prior event operations experience.
- Public speaking experience in the presence of large groups.

Graphic Design Intern Job Description

Duties will include development of flyers, digital images, logos, apparel designs and photography.

Job Duties

- Develop digital media to enhance Hockey's presence and game day operations.
- Design and produce art and website graphics.
- Integrate photos for in-game promotions.
- Review final art and printer proofs for content, layout, and color.
- Articulate designs that reflect the brand's personality.
- Photography for community events and games.

Preferred Skills

- Prior graphic design experience, including Adobe Suite Illustrator and InDesign and current enrollment at Illinois State as Graphic Communications major.
- Prior photography experience or video editing experience including Windows Movie Maker and Adobe Creative Suites.

Videography Intern Job Description

Duties will include video-taping of promotional events, games, and pre/post interviews with coaches, players, and visiting teams.

Job Duties

- Collaborate with graphic design and public relations to develop digital media to enhance Hockey's presence and game day operations.
- Edit video for in-game promotions.
- Review game film and edit for highlight reels.
- Videography for community events and games.
- Upload video to YouTube account and post to social media accounts
- Manage multiple social media accounts including snapchat and periscope

Preferred Skills

- Prior video editing experience, including Adobe Suite Illustrator and InDesign and current enrollment at Illinois State as Graphic Design or Photography major or related field.
- Prior photography experience or video editing experience including Windows Movie Maker and Adobe Creative Suites.

Statistician Intern Job Description

Duties will include communication of game day scores, community promotions, and sponsorship agreements.

Job Duties

- Must have weekend availability for home games and to travel with team for weekend series, games, and tournaments
- Communicate with coaches, officials, and teams for official team roster
- Recording all game statistics on official score sheet during game play
- Preparing and verifying final game scores and report to coaches, officials, and website for league records
- Serving as official score keeper for both teams
- Preparing mid-game and final summary reports for media
- Manage official time clock
- Announce scores, promotional events, and sponsors during game play

Preferred Skills

- General knowledge of hockey rules
- Skills related to mathematics, statistical analysis, or computer science and current enrollment at Illinois State in a related field.
- Organization, communication, multi-tasking

Marketing Intern Job Description

Duties will include cultivation of business and on/off campus relationships, game day and community promotions, ticket distribution strategies, and sponsorship agreements.

Job Duties

- Assist in the creation and implementation of marketing strategies and outreach efforts to the campus and local community.
- Develop and implement tools to track effectiveness of and evaluate and assess marketing strategies, outreach efforts, and initiatives.
- Coordinate tools to establish goals for and track student and overall attendance.
- Cultivate and fulfill sponsorship agreements.
- Secure new and exciting sponsors to partner with
- Assist in sales of individual and group ticket sales while identifying new groups to target

Preferred Skills

- Prior marketing experience and current enrollment at Illinois State as a Marketing, Management or Business Administration major.

Public Relations Intern Job Description

Duties will include social media, website, and public relations efforts.

Job Duties

- Develop and implement short- and long-term strategy for increasing team visibility in community.
- Development of communication materials through use of social media, website and press releases.
- Facilitate communications with various media outlets.
- Update and maintain team website.
- Update and maintain social media aspects of the team

Preferred Skills

- Prior public relations experience and current enrollment at Illinois State as a Public Relations, Management or Business Administration major.
- Prior photography experience or video editing experience including Windows Movie Maker and Adobe Creative Suites.