



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Communications & Outreach Intern – Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

### 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 the 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 the 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.
- Good communication and interpersonal skills both written and over the phone.
- Criminal background checks 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.**