



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Community Development Planning Division 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 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 checks 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.