



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Economic Development 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 economic development.
- 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 Economic Development Manager and Management Analyst at work.
- Learn the core functions of Economic Development.
- Additional opportunities may include supporting the team with economic development-related projects, assignments, and research.

Requirements:

- Currently enrolled in a business or a civil service-related degree program.
- Interest in pursuing a career in civil service, particularly in economic development.
- 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 Economic Development Internship position, please click on [Volunteer Application](#) or go to our website under [How Do I > Volunteer](#).