

# Administrative Intern Opening



## Grow your Knowledge and Network



## WHY LAKE VILLA?

Working primarily at Village Hall enables a deep dive into local government administration and municipal management within a tourist village surrounded by natural resources, open space, and recreation, that offers a full menu of services to residents.

## HIGH TOUCH INVOLVEMENT

Get involved in projects that support departments across the organization, including Public Works, Finance, Community Development, and Communications



## TRAINING

Receive training and guidance from our team and leadership. Professional development memberships and conferences included.



## WHAT ARE WE LOOKING FOR?

**Day in the life:** Work with the Administration/Finance team at Village Hall in downtown Lake Villa, only blocks from the Metra Station. Community engagement projects based with additional customer service & administrative tasks.

- Research & data analysis on public policies & strategic initiatives
- Participate in the policy making process
- Long- and short-term projects that collaborate & give exposure to working with many operating departments
- Assist with communications, special events and community outreach initiatives

**Put this on your resume:** Walk away with exposure & experience in:

- Projects that will aid in getting a job after your internship
- Presentations to groups like Department Heads, Village Board & Planning Commission/Zoning Board of Appeals
- Providing Customer Service to the residents of Lake Villa
- Local government budget & grant processing

### Hours/Type of Employment:

- 18-20 hours/week Monday-Friday
- Flex hours around school & meetings
- Encouraged to participate in public meetings, but evening hours not a requirement

### Qualifications:

- Currently working towards Masters or Doctorate in Public Administration or related field
- Valid driver's license
- Technical aptitude, preferred
- Background/interest in local government, preferred

**Salary: \$15-\$17/hour**

Depending on Qualifications

The Village of Lake Villa will work with students to obtain credit in exchange for work completed if accepted by the University.

*An Equal Opportunity Employer*

**Questions?** Contact Human Resources at (847) 356-6100 or [hr@lake-villa.org](mailto:hr@lake-villa.org)