

# JOB ADVERTISEMENT

## Administrative Intern

*Posted April 5, 2023 – Open until filled.*

The Village of Lake Bluff, IL (pop: 5,722), a Chicago suburban community where its small size, unpretentious charm, and easygoing spirit sets it apart from the rest of the North Shore, seeks an Administrative Intern to serve within the Village Administrator's Office. The Administrative Intern is a responsible member of the Village's executive staff and typically serves as staff liaison to two Village committees.



**Job Duties:** The Administrative Intern supports the activities of the Village Administrator's office and performs research, analysis, and special projects throughout the operating departments of the Village with particular emphasis in administration, planning, and community development. Strong communication, flexibility, and customer service is essential to the position. The duties of the Intern will vary depending on the Intern's strengths and interests and the day-to-day business needs of the Village. The incumbent Intern currently:

- Administers the Village's **public information and outreach**, including the Village website ([lakebluff.org](http://lakebluff.org)).
- Acts as **staff liaison** to two Village advisory bodies: the Sustainability and Community Enhancement Ad Hoc Committee, and the Farmers Market committee. Supports the activities of advisory boards responsible for land use and historic preservation.
- Supports the Board of Trustees **legislative agenda**, with an emphasis on proposal and review of Village programs and services.
- **Administers the Farmers Market's** budget, vendor selection, sponsorships, etc.
- Assists with the Village's **biennial budget** process, strategic plan implementation, and other special projects.

**Requirements:** Full-time enrollment in an undergraduate or graduate (preferred) program in public administration, public policy, urban planning, or a similar field is required. Pursuit of a career in local government is highly desired. The ideal candidate will serve in the position through the completion of their course work. The Village does not anticipate an opportunity for the Administrative Intern to remain as a full-time employee after obtaining a graduate degree.

**Schedule:** The Administrative Intern is expected to start work at the Village as soon as possible. The Administrative Intern will work approximately 20 to 24 hours per week with the availability for additional hours during academic breaks. Scheduling is flexible and can adapt to the Intern's academic requirements. Availability is preferred Wednesday evenings for advisory board meetings; the Intern will, from time to time, present before the Board of Trustees on the second and fourth Monday evening each month.

**Compensation:** Salary for this part-time position is \$15.00 to \$21.25 per hour dependent upon experience and qualifications. Various outside professional development opportunities will be available, as well as Village paid membership with relevant professional associations such as ICMA, ILCMA, and IAMMA.

**Applications:** Interested candidates should submit a cover letter and resume **at once** to the attention of Drew Irvin, Village Administrator, via email to [dirvin@lakebluff.org](mailto:dirvin@lakebluff.org). **Applications will be reviewed and invitations to interview will be extended on a rolling basis.**