



City of Wilmington

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MAYOR'S SUMMER YOUTH INTERNSHIP PROGRAM

The City of Wilmington is providing students who attend or graduated from Wilmington High School or are current students at Joliet Junior College, the opportunity to be part of our workforce through the Mayor's Summer Youth Internship Program. Build your resume now and gain work experience during our 10-week paid summer internship program – June 10 through August 16. You will have the opportunity to:

- Gain valuable professional experience in local government departments
- Help the City deliver exceptional service to neighborhoods and residents
- Hone and/or find your passion for public service
- Participate in fun social events with other interns
- Interact with city officials and civic leaders in Wilmington

Positions Available In -

- Economic Development
- Public Works Operations & Utilities

Preferred Skills - To effectively perform the duties of these roles, we seek candidates with:

- A high standard of ethics, integrity, and courage
- Demonstrated communication, interpersonal, and organizational skills
- Strong writing skills
- Experience with Microsoft Office and Google Suites
- Strong organizational and time management skills
- Critical thinking and problem-solving skills
- Ability to work in a fast-paced environment
- Sense of humor and urgency
- Openness to mentorship and a mindset for equity

Minimum Qualifications -

- Aptitude and ability to learn
- Excitement and curiosity for public service
- Positive attitude
- Age 18 or older and valid Illinois ID for the Public Works position

The internship selection process has two parts: First, the selection committee will evaluate an initial pool of candidates who meet the minimum qualifications and conduct a brief interview to determine finalists. Second, the finalists will be referred to the appropriate city agency according to the candidate's area of interest as listed on the application. Should you be selected for the internship, you will be required to undergo a criminal background check with the city if you are 18 years of age or older.

To apply, submit an application and cover letter no later than March 28, 2024, to Joie Ziller, Executive Secretary via email at jziller@wilmington-il.gov. Position descriptions and applications can be found on the City's website, www.wilmington-il.gov.

The City of Wilmington is an equal opportunity employer.



CITY OF WILMINGTON
invites applications for the position of:

Summer Student Intern Economic Development

SALARY: \$15.50 Hourly

APPLICATION OPENING DATE: 03/01/24 **APPLICATION CLOSING DATE:** 03/29/2024

DESCRIPTION:

The City of Wilmington is offering students who either attend or have graduated from high school within the city or are currently enrolled in college, a chance to join our workforce culture that values creativity, critical thinking, and collaborative communication. The aim is to provide paid work experience to the youth in our city through the Summer Internship Program, which will support all emerging students. The program will be designed to ensure a meaningful and measurable experience that is centered around the needs of the students and aligned with grade-level standards.

Brief Description of Internship: Under the direction of the City Administrator, the intern will assist with various duties, specific to Economic Development.

ESSENTIAL AND MARGINAL DUTIES:

- Research policy issues affecting business retention, attraction, and expansion.
- Assist with business promotions sponsored by the City;
- Gather information and data for the Economic Development brochure and City website;
- Assist with conference preparation including putting together promotional items, folders, and printouts, and help with the design of a trade show booth;
- Conduct general office organization;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must attend or have graduated from Wilmington High School or are current student enrolled in college to qualify.

ADDITIONAL INFORMATION:

Work shift will be 9:00 a.m. - 1:00 p.m. Monday - Thursday, but hours may vary by department. This internship is a 10-week program, scheduled for June 10, 2024 – August 16, 2024.

If offered a position and 18 years of age or older, the student will be required to have a fingerprint clearance by the Wilmington Police Department prior to starting of assignment.



CITY OF WILMINGTON
invites applications for the position of:

Summer Student Intern Operations & Utilities

SALARY: \$15.50 Hourly

APPLICATION OPENING DATE: 03/04/2024 **APPLICATION CLOSING DATE:** 03/29/2024

DESCRIPTION:

The City of Wilmington is offering students who either attend or have graduated from high school within the city or are currently enrolled in college, a chance to join our workforce culture that values creativity, critical thinking, and collaborative communication. The aim is to provide paid work experience to the youth in our city through the Summer Internship Program, which will support all emerging students. The program will be designed to ensure a meaningful and measurable experience that is centered around the needs of the students and aligned with grade-level standards.

Brief Description of Internship: Under the direction of the assigned Mentor, the intern will assist with various duties within the Operations & Utilities Department.

ESSENTIAL AND MARGINAL DUTIES:

- Assist with laboratory operations.
- Assist in daily record keeping.
- Assist with administrative tasks.
- Assist in public education and outreach.
- Assist with the proper operation of lift stations.
- Assist with gathering data for GIS Systems.
- May assist in the maintenance of City Streets, municipal buildings, parks, and grounds, parking lots, and sidewalks.

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