

SUMMER 2025 INTERNSHIP OPPORTUNITIES

Department/Elected Office	Description of Services Provided:	Minimum Requirements for Interns: ¹	Type of Internship Available:	Internship Availability:
Kendall County Administrative Services	<p>Administrative Services performs services such as:</p> <ul style="list-style-type: none"> • Administrative, clerical and research assistance to the County Board and its committees; • Coordination and preparation of the County's annual budget to be presented to the County Board for approval; • Monitoring of various department budgets and program expenditures; • Coordination of County building construction projects; • Mailroom functions for the County Office Building; • Coordination and selection of various vendors and professional service providers; • Marketing, media, and intergovernmental relations; • Administration of County's Economic Development Revolving Loan Fund programs; • Administration of County's grants; and • Economic development and planning for the County. 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> • Currently enrolled in an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. • Must be majoring in Public Administration, Communications, Marketing, Planning, Economic Development, Real Estate, Government, Political Science, or a related area of study. 	<p>Unpaid and paid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025: 1 position available</p>

¹ Any offer of an internship shall be subject to the applicant successfully completing a criminal background check prior to beginning their internship.

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Kendall County Animal Control	<p>The Animal Control Department performs services such as:</p> <ul style="list-style-type: none"> Enforcing state statutes governing rabies control in domestic, companion animals; Issuing rabies tags/registration for cats and dogs living within Kendall County; Accepting and housing stray, and owner surrender domestic animals from within Kendall County of which outcomes can include reclaim by owner, adoption to the public or transfer to a licensed rescue organization; Enforcing the Animal Control Act, Humane Care for Animals Act, and functioning in compliance with the Animal Welfare Act; 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> At least 16 years of age or older; and Currently enrolled in one of the following: high school, trade school program, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. Prefers someone pursuing a career in an animal related field such as: Veterinary Medicine, Animal Sciences, or Animal Behavior. 	<p>Unpaid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025: 1 unpaid</p>
Kendall County Court Services	<p>Court Services performs various functions on behalf of the judiciary such as:</p> <ul style="list-style-type: none"> Pretrial Services- Provides accurate information to the courts for release decisions and supervision of defendants to assure compliance with conditions of release as established by the courts. Investigations- Provides accurate information and sentencing recommendations to the court with identified needs and resources 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> Currently enrolled in an undergraduate program, or graduate program at an accredited college or university. Pursuing a major or minor in Criminal Justice, Forensics, Social Work, or Psychology. <p>Also, an applicant must have reliable transportation and be able to commit to a minimum of 15 hours per week.</p>	<p>Unpaid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025: No internships are available.</p>

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	<p>available to assist with behavioral change.</p> <ul style="list-style-type: none"> • Juvenile Diversion- Informal process designed to divert eligible youth from the court system while providing accountability and services to facilitate behavioral change. • Adult and Juvenile Probation – Serves community by promoting positive behavioral change utilizing proven methods to increase public safety. • Public Service Work- Services as liaison to facilitate the defendant’s restitution to the community through the performance of community service work. 			
Kendall County Emergency Management Agency	<p>The Emergency Management Agency performs services such as:</p> <ul style="list-style-type: none"> • Prepares for, responds to, recovers from, and mitigates all forms of natural and man-made disasters that may affect Kendall County; and • Oversees and trains all Kendall County Emergency Management Agency volunteers. 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> • Currently enrolled in an associate degree program, undergraduate program, or graduate program at an accredited college or university. • Pursuing a major or minor in Emergency Management, Law Enforcement, Fire, or EMS. 	<p>Unpaid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025: 1 position available</p>

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Kendall County Information and Communication Technology Department-Geographic Information Systems (GIS) Division	The Information and Communication Technology Department, Geographic Information Systems (GIS) Division oversees all geographic information systems and mapping for Kendall County.	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> • At least 16 years of age or older; and • Currently enrolled in one of the following: high school or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. • Pursuing a major/minor in Geographic Information Systems or Geography. <p>GIS/Mapping experience is encouraged, but not necessary. Also, a successful applicant must be comfortable with using a computer and willing to learn.</p>	<p>Both paid and unpaid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025: Paid intern positions are full.</p> <p>3 unpaid positions available</p>

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Kendall County Health and Human Services Department	<p>The Kendall County Health and Human Services Department (HHS)/Health Department performs a wide array of public health services such as:</p> <ul style="list-style-type: none"> Oversees community health nursing activities such as communicable disease, immunizations, and family case management services; Oversees behavioral health activities such as individual and group counseling, substance use treatment and prevention services, crisis and suicide prevention services; Oversees environmental health services such as food/restaurant inspections, nuisance complaints, private sewage disposal, tick and West Nile surveillance; Oversees Community Action services such as resource and referral, homeless prevention services, energy assistance, and weatherization services; 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> Currently enrolled in an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. 	<p>Unpaid and paid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p>Summer 2025:</p> <ul style="list-style-type: none"> 1 position with Environmental Health 1 position with Mental Health – Master Level Only 1 position with Community Health 1 position with Community Action <p>When applying, please specify what division you are interested in.</p>

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Kendall County Human Resources Department	<p>The Human Resources Department performs services such as:</p> <ul style="list-style-type: none"> • Recruits and onboards new Kendall County employees; • Develops and implements employee engagement and retention programs; • Oversees offboarding and performance management for Kendall County employees; • Develops and implements diversity, equity, and inclusion initiatives; • Oversees all labor relations and serves as part of Kendall County's bargaining team; • Oversees all risk management and compliance services for Kendall County; and • Performs all other human resources functions for Kendall County departments. 	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> • At least 16 years of age or older. • Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. 	<p>Unpaid and paid internships are available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	Summer 2025: 1 position available
Kendall County Planning, Building & Zoning Department	<p>The Planning, Building, and Zoning Department provides administration and enforcement of the County's ordinances regulating the development of land.</p>	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> • Currently enrolled in a graduate school program at an accredited college or university. <p>Majoring in Public Administration, Zoning/Planning, and/or Public Policy or related areas of study is preferred.</p>	<p>Paid internship is available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	Summer 2025: 1 position available

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Kendall County Public Defender's Office	The Public Defender's Office is an appointed office that represents defendants in various types of criminal proceedings in Kendall County Circuit Court when the defendant has been accused of a crime that carries the potential for jail/prison time and the defendant cannot retain private counsel.	To apply, an applicant must be: <ul style="list-style-type: none"> Currently enrolled in an undergraduate degree program, graduate school program, or enrolled in law school at an accredited college or university Second year law students would need to be eligible for SCR 711 license. 	Unpaid internships are available (Dependent on qualifications) Applicants should contact their academic institution to determine if this internship is also eligible for course credit.	Summer 2025: Filled. No additional internships are available.
Kendall County State's Attorney's Office	The State's Attorney's Office is an elected office that performs services such as: <ul style="list-style-type: none"> Prosecuting violations of the criminal and traffic laws of the State of Illinois as well as ordinances enacted by Kendall County; Child support enforcement; Providing victims with support services; Serves as the legal advisor to other Kendall County officials, including the County Board; and Represents the County of Kendall and its elected officials in civil litigation. 	To apply, an applicant must be: <ul style="list-style-type: none"> At least 16 years of age or older; and Currently enrolled in one of the following: high school or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university. Preferably an applicant who is interested in Pre-Law or Law Enforcement. 	Unpaid internships are available Applicants should contact their academic institution to determine if this internship is also eligible for course credit.	Summer 2025: 2 law student positions available *Only second year law students (711 license)