

## SUMMER 2025 INTERNSHIP OPPORTUNITIES

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

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<sup>1</sup> 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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<b>Kendall County Animal Control</b>	<p>The Animal Control Department performs services such as:</p> <ul style="list-style-type: none"> <li>Enforcing state statutes governing rabies control in domestic, companion animals;</li> <li>Issuing rabies tags/registration for cats and dogs living within Kendall County;</li> <li>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;</li> <li>Enforcing the Animal Control Act, Humane Care for Animals Act, and functioning in compliance with the Animal Welfare Act;</li> </ul>	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> <li>At least 16 years of age or older; and</li> <li>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.</li> <li>Prefers someone pursuing a career in an animal related field such as: Veterinary Medicine, Animal Sciences, or Animal Behavior.</li> </ul>	<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><b>Summer 2025:</b> 1 <b>unpaid</b> position available.</p>
<b>Kendall County Court Services</b>	<p>Court Services performs various functions on behalf of the judiciary such as:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Investigations- Provides accurate information and sentencing recommendations to the court with identified needs and resources</li> </ul>	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> <li>Currently enrolled in an undergraduate program, or graduate program at an accredited college or university.</li> <li>Pursuing a major or minor in Criminal Justice, Forensics, Social Work, or Psychology.</li> </ul> <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><b>Summer 2025:</b> No internships are available.</p>

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

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<b>Kendall County Information and Communication Technology Department-Geographic Information Systems (GIS) Division</b>	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"> <li>• At least 16 years of age or older; and</li> <li>• 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.</li> <li>• Pursuing a major/minor in Geographic Information Systems or Geography.</li> </ul> <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><b>Summer 2025:</b> Paid intern positions are full.</p> <p>3 unpaid positions available</p>

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

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<b>Kendall County Human Resources Department</b>	<p>The Human Resources Department performs services such as:</p> <ul style="list-style-type: none"> <li>• Recruits and onboards new Kendall County employees;</li> <li>• Develops and implements employee engagement and retention programs;</li> <li>• Oversees offboarding and performance management for Kendall County employees;</li> <li>• Develops and implements diversity, equity, and inclusion initiatives;</li> <li>• Oversees all labor relations and serves as part of Kendall County's bargaining team;</li> <li>• Oversees all risk management and compliance services for Kendall County; and</li> <li>• Performs all other human resources functions for Kendall County departments.</li> </ul>	<p>To apply, an applicant must be:</p> <ul style="list-style-type: none"> <li>• At least 16 years of age or older.</li> <li>• 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.</li> </ul>	<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><b>Summer 2025:</b> Intern positions are full.</p>
<b>Kendall County Planning, Building &amp; Zoning Department</b>	<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"> <li>• Currently enrolled in a graduate school program at an accredited college or university.</li> </ul> <p>Majoring in Public Administration, Zoning/Planning, and/or Public Policy or related areas of study is preferred.</p>	<p><b>Paid</b> internship is available.</p> <p>Applicants should contact their academic institution to determine if this internship is also eligible for course credit.</p>	<p><b>Summer 2025:</b> 1 position available</p>

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<b>Kendall County Public Defender's Office</b>	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"> <li>Currently enrolled in an undergraduate degree program, graduate school program, or enrolled in law school at an accredited college or university</li> <li>Second year law students would need to be eligible for SCR 711 license.</li> </ul>	Unpaid internships are available (Dependent on qualifications)  Applicants should contact their academic institution to determine if this internship is also eligible for course credit.	<b>Summer 2025:</b> Filled. No additional internships are available.
<b>Kendall County State's Attorney's Office</b>	The State's Attorney's Office is an elected office that performs services such as: <ul style="list-style-type: none"> <li>Prosecuting violations of the criminal and traffic laws of the State of Illinois as well as ordinances enacted by Kendall County;</li> <li>Child support enforcement;</li> <li>Providing victims with support services;</li> <li>Serves as the legal advisor to other Kendall County officials, including the County Board; and</li> <li>Represents the County of Kendall and its elected officials in civil litigation.</li> </ul>	To apply, an applicant must be: <ul style="list-style-type: none"> <li>At least 16 years of age or older; and</li> <li>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.</li> <li>Preferably an applicant who is interested in Pre-Law or Law Enforcement.</li> </ul>	Unpaid internships are available  Applicants should contact their academic institution to determine if this internship is also eligible for course credit.	<b>Summer 2025:</b> Filled. No additional internships are available.