Job Code: 2AD

Organization: City of Evanston - Administrative Services

Job Title: I.T. Intern

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 17, 18

Start Date: 6/8/2020          End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Inventory, Computer Deployments, I.T. Projects.

Tools/Materials Used in Job Duties: Screw Drivers and PC Toolkits

Desired Skills/Abilities: Computer/I.T. Knowledge, Problem Solving, Patience, Soft People Skills
Job Code: 3CM

Organization: City of Evanston - CMO

Job Title: Sustainability Projects Assistant

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: The Sustainability Office Assistant will support projects that promote energy efficiency, recycling, composting, waste reduction, climate action and other topics that support the work of Evanston’s Sustainability Office. The position works out of the Evanston Civic Center and is primarily an office job. Some projects will require work assignments at other community centers, with business partners and at community festivals.

Tools/Materials Used in Job Duties: Computer skills, including word processing, web search engines and social media are required. Access to a desktop computer will be provided.

Desired Skills/Abilities: Applicants must have an interest in improving the quality of life in Evanston. A specific interest in the environment is desired. Ability to work independently and in an office setting is required. Ability to work in a team setting, share ideas and complete collaborative projects is desired. This position will work closely with Evanston’s Sustainability Office summer interns, which include college students and recent graduates.
Job Code: 5EV

Organization: City of Evanston - Evanston Public Library

Job Title: Circulation Services Assistant

Location: Evanston Public Library (1703 Orrington Ave)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $12.00

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Checking in materials; sorting, shelving; delivering; locating items; other tasks as assigned

Tools/Materials Used in Job Duties: Computers; iPads; printers; copiers; general office supplies; book carts; book bins; books; DVDs; CDs; book bags

Desired Skills/Abilities: Self starter; strong customer service and communication skills required. Multi-tasking ability. Excellent oral and written communication; Must enjoy detailed and repetitive work; Ability to work independently and as a member of a team; Must be timely and reliable.
Job Code: 9Fl

Organization: City of Evanston - Fire

Job Title: Clerk

Location: Fire Department (909 Lake St)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020          End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Data Entry, Filing, Phones, Copying, Scanning, Misc Projects

Tools/Materials Used in Job Duties: Computer, Copier

Desired Skills/Abilities: Self starter, good communications skill, good computer skills, able to file.
Job Code: 10HE

Organization: City of Evanston - Health and Human Services

Job Title: Administrative/Customer Service Assistant for Health and Human Services

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 16

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: • Provide excellent customer service by greeting each resident warmly

• Maintain confidentiality (as you may be familiar with a resident)

• Maintain a clean and safe workspace

• Perform clerical duties such as answering telephones, filing, faxing, typing, email, etc.

• Assist residents with inquiries about General Assistance (GA) and Emergency Assistance (EA)

• Assist residents with submission of General Assistance (GA) and Emergency Assistance (EA) applications

• Schedule monthly appointments with residents

• Confirm resident attendance at planned events

• Attend Health & Human Services scheduled meetings

• Prepare and submit accurate timesheets

• Other duties as assigned

Tools/Materials Used in Job Duties: Basic office supplies (computer, fax, email, telephone, etc)
**Desired Skills/Abilities:** Customer service (greet residents, etc), administrative duties (faxing, typing, email, etc)
Job Code: 13PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Summer Starlight Concert and Movie Assistant

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Assist with coordinating of Summer Starlight Concert and Movie Series. Help with advancing concerts, communication with sound company, performers and entertainment coordinator. Assist with promotion of concerts and movies. Hours during the week vary and can be set by the employee, concerts are held on Tuesday nights in June and July 5-9pm, movies are held Tuesdays and Saturdays in August and start at dusk. Employee will have a Program Coordinator with them at each concert/movie.

Tools/Materials Used in Job Duties: pen, pencils, computer, movie equipment (projector, movie screen) basic office supplies

Desired Skills/Abilities: outgoing, friendly, organized, enjoys working with the public
Job Code: 15PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Office Assistant

Location: Robert Crown Center (1701 Main St)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020   End Date: 8/14/2020

Pay Rate: 8.25

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Greeting patrons and provide general assistance to office staff.

Tools/Materials Used in Job Duties: Computers and basic office supplies

Desired Skills/Abilities: Customer service and communication skills.
Job Code: 29PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Office Assistant

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Office Assistants provide clerical support for the Parks and Recreation Department at the Civic Center which includes; data entry projects, program preparation support, providing excellent customer service, as well as providing other routine clerical support as needed. Enters, updates, and/or edits data into computer system

Tools/Materials Used in Job Duties: computers and basic office supplies

Desired Skills/Abilities: Strong customer service and communication skills required. Ability to file and handle multiple tasks, Experience with Word and Excel preferred.
Job Code: 30PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Office Assistant (Full Time)

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 17, 18

Start Date: 6/8/2020  End Date: 6/8/2020

Pay Rate: 8.5

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 15-20

Description of Duties: Office Assistants provide clerical support for the Parks and Recreation Department at the Civic Center which includes; data entry projects, program preparation support, providing excellent customer service, as well as providing other routine clerical support as needed. Enters, updates, and/or edits data into computer system

Tools/Materials Used in Job Duties: office supplies and computers

Desired Skills/Abilities: Strong customer service and communication skills required. Ability to file and handle multiple tasks, Experience with Word and Excel preferred.
Job Code: 33PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Special Projects

Location: Levy Senior Center (300 Dodge Ave)

Age Eligibility: 16

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Data Entry, Filing, Food Service, Basic Maintenance and other projects

Tools/Materials Used in Job Duties: Computer, Copier, Basic Office Supplies, Cleaning Supplies, Vacuum, Dishwasher

Desired Skills/Abilities: Independent, fun, flexible and multi tasking are required job skills. Data entry, filing, making copies and other various clerical duties. Experience with Word and Excel preferred. Customer service skills will be needed in working with the senior population. Ability to do office work, serve lunches to seniors and clean bathrooms are essential in this position.
Job Code: 40PO

Organization:  City of Evanston - Police

Job Title:  Records Clerk

Location:  Evanston Police 1454 Elmwood

Age Eligibility:  15, 16, 17, 18

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  City Rate

Type of Employment:  Full-Time (37.5 hours per week)

Hours per Week:  20-30, 30-37.5

Description of Duties:  Computer Work, Data Entry, Phones, Greeting Customers, Filing, Office Work

Tools/Materials Used in Job Duties:  Computer, Telephone

Desired Skills/Abilities:  Maintaining Confidentiality, Computer Skills, Customer Service
Job Code: 42PO

Organization: City of Evanston - Police

Job Title: 311 Customer Service

Location: Police Department 1454 Elmwood

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time

Hours per Week: 15-20, 20-30

Description of Duties: Customer Service Phone Skills, Computer knowledge

Tools/Materials Used in Job Duties: Phone, Computer, Internet, Intranet

 Desired Skills/Abilities: Customer Service Skills, Computer Knowledge, Phone Skills
Job Code: 52IN

Organization: Infant Welfare Society of Evanston

Job Title: Administrative Assistant

Location: 2200 Main

Age Eligibility: 16

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $10.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Telephone, greeting visitors, general assistance, data entry.

Tools/Materials Used in Job Duties: Basic office supplies, telephone, door entry buzzer

Desired Skills/Abilities: Welcome guests to the organization personality must be positive friendly welcoming. Answer telephones transfer phone system. Door buzzer entry assistance with questions about organization.
Job Code: 59HI

Organization: Hip Circle Empowerment Center

Job Title: Center Admin

Location: 727 Howard St

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 20-30, 30-37.5

Description of Duties: Each shift will involve a blend of light cleaning, customer service, and administrative/creative work at the front desk.

Tools/Materials Used in Job Duties: Computer, tablet, phone, basic cleaning supplies

Desired Skills/Abilities: Ideal candidates bring administrative, customer service, and creative skills to the position and are eager to participate in a wide variety of the classes and services we offer.
Job Code: 61TE


Job Title: custodian position

Location:  1932 Dewey Ave, Evanston, IL 60201

Age Eligibility:  15, 16, 17

Start Date:  6/8/2020  End Date:  8/13/2020

Pay Rate:  8.25

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties: Cleaning and maintaining floors (sweeping, mopping, vacuuming, waxing, stripping, buffing and polishing)

Scrubbing and sanitizing restroom facilities.

Handling light facility repairs.

Keeping janitor room and closets clean and organized.

Tools/Materials Used in Job Duties:

Broom, Mop, Vacuum cleaner

Desired Skills/Abilities: Need to be knowledgeable with routine cleaning procedures, event set up and be able to lift items, Cleaning and Maintenance, Time Management, Attention to Detail, Ability to Work Independently, Supply Management, Ability to Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Service, clean and supply restrooms, gather/empty trash and clean floors by sweeping, mopping, scrubbing and vacuuming.
Job Code: 65DI

Organization: Digital Youth Network- Digital Divas at Northwestern

Job Title: STEAM Mentor

Location: 2120 Campus Drive

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: 12.25

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 10-15, 15-20, 20-30, 30-37.5

Description of Duties: The Office of Community Education Partnerships is seeking youth to work with 4-8 grade students living in Evanston to explore STEM concepts (circuitry, robotics, coding, making, digital music, media arts, etc.) throughout creation of everyday objects for their Digital Diva Program. The Digital Divas program, focused on exposing girls to STEAM skills and professional career tracks, seeks to serve and employ under-represented populations.

Tools/Materials Used in Job Duties: We have all the tools needed for activities and field excursions including: circuitry, robotics, coding, making, digital music, media arts, basic office supplies.

Desired Skills/Abilities: Mentors must possess a passion for working with middle school youth and knowledge of (or willingness to learn) STEM concepts & tools; must be dependable, have strong time-management skills. Prior experience in mentoring black and brown youth is preferred. Mentors must commit for the entire summer with an opportunity to serve as a Diva mentor next academic year.
Job Code: 66PA

Organization: PAD Lab at Northwestern University

Job Title: Research Assistant

Location: 1801 Maple Ave, Evanston, IL 60201

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/22/2020 End Date: 8/14/2020

Pay Rate: Unpaid Internship

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Basic data entry; recruitment; research methods.

Tools/Materials Used in Job Duties: Microsoft Office, computers, Data analysis packages (e.g., SPSS).

Desired Skills/Abilities: Basic computer skills (e.g., Microsoft Word and Excel), organization, conscientiousness, teamwork.
Job Code: 78FA

Organization: Family Focus Evanston

Job Title: Camp Counselor

Location: 2010 Dewey Ave, Evanston, IL

Age Eligibility: 16

Start Date: 6/8/2020  
End Date: 8/7/2020

Pay Rate: 8.5

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Counselors will assist lead instructors in supervising activities for students ages 8 to 14. This includes leading academic (math, reading, writing) and enrichment (STEM, art, dance, theatre) activities. They will also be responsible for chaperoning students during lunch and field trips. Assist with the production of the end of summer showcase.

Tools/Materials Used in Job Duties: Computers, art and school supplies.

Desired Skills/Abilities: Candidates should be able to work independently and in a team setting. Counselors should be comfortable and love working with elementary and middle school students and working in a very diverse, multicultural environment. Workers should understand or be willing to learn positive reinforcement discipline. Should be punctual and stick to task.
Job Code: 80HA

Organization: Hair Science

Job Title: Receptionist and Assistant

Location: 707 Howard St.

Age Eligibility: 14

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 9

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Maintenance cleaning, sweeping, and laundry, greeting visitors, reception and scheduling.

Tools/Materials Used in Job Duties: Phone, basic office supplies, scheduling app, washer and dryer

Desired Skills/Abilities: Strong Customer service, Communication/people skills self starter/motivated and thorough. Must be punctual.
Job Code: 81FA

Organization: Family Focus Evanston

Job Title: Office Assistant

Location: 2010 Dewey Ave

Age Eligibility: 14

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Candidates will assist office manager by answering phones, taking messages, filing, greeting guests, sorting mail. In addition, student will learn how to accommodate fax, scanning and copying requests from staff and public. Create flyers and signs when needed.

Tools/Materials Used in Job Duties: Telephone, computer, copier/fax/scanner.

Desired Skills/Abilities: Excellent customer service skills on the phone and in person. Self starter willing to pitch in where needed. Problem solver who can quickly assess where to transfer calls and direct visitors.
Job Code: 86WE

Organization: Were We Care Tax Services

Job Title: Office Assistant

Location: 814 Dempster

Age Eligibility: 16

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Office/Clerical Duties

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Self Motivated/Hard worker/Strong Customer Service
Job Code: 87YW

Organization: YWCA Evanston North Shore

Job Title: Administrative Support Worker

Location: 1215 Church Street

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: minimum wage

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Administrative support including basic word processing, filing and utilizing online search engines to research information related to potential grant funding. Assisting with event prepping, specifically offering support for our Race Against Hate walk/run

Tools/Materials Used in Job Duties: Computers and basic office supplies

Desired Skills/Abilities: Definite self-starter with an ability to multi-task. Customer service skills and experience with Microsoft office. Flexible.
Job Code: 89IN
Organization: inFocus Payroll LLC
Job Title: Owner & Operator
Location: 900 Chicago Ave Ste 104
Age Eligibility: 15, 16, 17, 18
Start Date: 6/8/2020       End Date: 8/14/2020
Pay Rate: 13
Type of Employment: Part-Time
Hours per Week: 10-15, 15-20, 20-30
Description of Duties: Data entry; basic word processing and spreadsheet projects. Assist with marketing and developing back-office workflow automation.
Tools/Materials Used in Job Duties: Computer