The Illinois Department of Commerce and Economic Opportunity (DCEO) is dedicated to creating jobs and economic growth in Illinois by raising Illinois’ profile as a premier global business destination, providing a foundation for the economic prosperity of all Illinoisans, coordinating business recruitment and retention, providing essential capital to small businesses, investing in infrastructure and job training for a 21st century economy, and administering state and federal grant programs.

Internship opportunities are available in the following bureaus:

Business Development (BD): Business Development works with companies, across industries, to give them individualized service and encourage them to do business in Illinois. Working with this Office will expose you to the ins and outs of economic development. An intern in this office will work on research and data collection on specific projects within industries to respond to companies’ questions. Additionally, there will be opportunity to study and make recommendations for high level strategy for the department wide economic growth strategy. To apply, please email your resume and cover letter to Vic Narusis at victor.narusis@illinois.gov.

Entrepreneurship, Innovation and Technology: The Entrepreneurship, Innovation and Technology Office focuses on growing and supporting the startup and business community in Chicago and across the State of Illinois. Being in this Office will expose you to the business activity happening across industries, including tech, advanced manufacturing, biomedical and clean energy. You will participate in researching treads happening in entrepreneurial communities across the country, financing efforts in the startup world, and tech development needed for future growth. Additionally, marketing effort will be needed. Any background in design or branding is appreciated. If you dream of being an entrepreneur someday, working in this department is the perfect situation to expose yourself to all the opportunities available to you. To apply, please send a resume and cover letter to Esther Joy King at esther.king@illinois.gov.

Office of Trade and Investment (OTI): With its headquarters in Chicago and foreign offices around the world, OTI is dedicated to helping small and medium sized Illinois businesses expand their global reach and export abroad, as well as helping small and medium sized foreign businesses expand their global reach in Illinois. OTI has a staff of 10 in Chicago as well as staff in its 10 foreign offices in Brussels, Shanghai, Hong Kong, Tokyo, New Delhi, Mexico City, Toronto, Jerusalem, Johannesburg, and Sao Paolo.
Interns will assist in data analytics and marketing and communication projects. To apply, please send a resume and cover letter to Diana Chen at diana.chen@illinois.gov.

Workforce Development: The Office of Employment and Training (OET) supports innovative workforce programs that connect employers to a highly skilled workforce to ensure that businesses thrive in our state. The OET is working with state and local partners to align programs and services as Illinois implements the Workforce Innovation and Opportunity Act (WIOA). Interns will work with senior OET management to assist in developing and supporting a workforce system that is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future. Interns will work at the James R. Thompson Center in downtown Chicago. To apply, please send a resume and cover letter to Julio Rodriguez at julio.rodriguez@illinois.gov.

Due to the fact that this is a volunteer program, DCEO does not provide stipends. No assistance with housing, transportation or other arrangements are available.

Applicants must be:

• U.S. citizens or international students with a valid visa
• Eighteen years of age at the time of application
• Enrolled in an undergraduate or graduate program at a college or university (2-4 year institution), or have graduated in the past two years from undergraduate or graduate school.

Selected applicants will be required to obtain favorable security determination as a prerequisite to employment.

DCEO is a drug-free workplace. Recent or current drug use is not acceptable, and selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. DCEO reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

Application Process
Students are required to submit a cover letter and resume. The cover letter must state the dates of availability and the approximate number of hours per week you can work. Also in your cover letter, please indicate which bureau you are applying to, and briefly state the reason for applying and your expectations from an internship with DCEO. A detailed writing sample may be required at a later date. Each resume must include current address, telephone number, and e-mail address.

Please email your application to the intern coordinator for the bureau to which you are applying. If an office expresses interest, applicants will be contacted directly by the office for an interview.

APPLICATIONS MUST BE SUBMITTED BY September 15, 2015.