

Alumni Internship / Employment Opportunities (March 2022)

Tuscan Hills Winery Seasonal Part Time Event Coordinator (April – October)

The Event Coordinator works directly with the General Manager and Assistant Manager to assist clients with the needs of their event timeline, setup of the winery, vendor deliveries and other miscellaneous tasks on the day of their event(s). While the GM will coordinate the booking of large events (such as tours, signing contracts, receiving payment, and confirming large event details), the Event Coordinator will be the on-site staff person for these large events. Tuscan Hills Winery wedding ceremonies are on Saturdays while other large events may be on Friday or Saturday, and in rare cases, both days.

The Coordinator should plan to be available 9am- midnight on Saturdays, but the hours are flexible based upon the demands of each individual event. There may be additional weekend hours available, such as Friday to oversee ceremony rehearsals (5pm – 7pm) or Sunday for clean-up between 10am - 1pm.

The Event Coordinator is responsible for ensuring the winery is meticulously clean, accurate in the predetermined venue layout, and prepared for all the needs of the day. In addition, our Event Coordinator functions as regular team member when not coordinating. Members of our regular staff are primarily responsible for the setup and takedown at events including weddings, corporate events, and parties during peak event season (April - October).

Duties will include furniture layout, setting up and taking down ceremony chairs, banquet tables and linens, general cleanliness, and organization of event items. Event Coordinators may assist Managers, bartenders or hired Wedding Planners with additional tasks as needed onsite.

Essential Job Duties:

- Work directly with clients to execute their event details
- Communicate effectively and work collaboratively with other team members, vendors, and of course, the client
- Efficiently run & oversee all day-of details
- Conduct yourself & complete needed tasks calmly while potentially under stress
- Prioritize the client's needs and adjust day-of plans accordingly · On-Site setup & takedown of event items

Requirements:

- Must be 18 years of age or older
- Excellent customer service
- Strong interpersonal & communication skills
- Ability & willingness to take direction
- Attention to detail
- Strong organizational & time management and skills · Willingness to take initiative and be a leader when needed, while also willing to be a team player
- Ability to represent Tuscan Hills Winery in a professional manner at all times
- Ability to prioritize tasks & adapt as needed
- Must be available most weekends (Friday & Saturday)
- Must be able to lift, push, pull and carry 50+ pounds
- Must be able to stand & walk for long periods of time
- Must be able to work outside in elements such as wind, rain, snow & heat
- Related experience is a plus!

Benefits Offered:

- \$16/Hour
- Employee Discounts
- Supplemental pay in the form of event gratuity
- Additional hours available as a member of the regular staff

CONTACT: Erin Hartke Phone: (217) 347-9463

West & Company, LLC, Certified Public Accountants, has an opportunity for a Certified Public Accountant or a college graduate pursuing their certification. The position is an integral part of the smooth operation of our firm and, accordingly, offers a competitive salary and benefits package.

Founded in 1968 with a single office, West & Company, LLC has expanded to become a multi-office public accounting firm serving clients throughout Illinois. We have a diverse client base and provide services to clients in a variety of sectors, including governmental, agricultural, retail, construction, banking, and employee benefits. Our client base offers a unique opportunity for a supervisor to have exposure to a wide range of disciplines and will provide a tremendous opportunity for professional growth.

Essential Duties & Responsibilities

- Perform assigned tax and accounting duties.
- Make decisions on accounting, tax, and auditing matters, resolve problems, and communicate associated issues and/or resolutions appropriately.
- Demonstrate and continue to acquire understanding and working knowledge of all rules, requirements, and code of conduct of the AICPA, state CPA society, FASB/GASB, and IRC.
- Involve one's self in the Firm's practice development by recognizing opportunities to provide additional services to clients and by participating in various activities with other professionals of the community.
- Achieve established goals as they relate to technical competence.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Physical Setting:

- Office

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

APPLY ONLINE: <http://www.westcpa.com/careers.html>

South Central FS

Precision Intern:

<https://jobs.growmark.com/fssystem/job/Effingham-Precision-Farming-Intern-South-Central-FS-Effingham%2C-IL-IL-62401/828102300/>

MiField Agronomy Intern (Covering Bond, Fayette, and Marion Counties):

<https://jobs.growmark.com/fssystem/job/Effingham-MiField-Agronomy-Intern-South-Central-FS-Bond%2C-Fayette%2C-Marion-Counties%2C-IL-IL-62401/831406200/>

Full time opportunities are also available on their website:

<https://www.southcentralfs.com/Careers>

Lakeside Marina – Lake Sara

21+ Person to Run the Lakeside Marina this Summer
Weekends Only - Friday/Saturday/Sunday

Contact Noah Brandenburger

Email: noahb7597@gmail

Call/Text: 217-821-3441

MBS Communications, Inc. (Two Positions Available)

MBS Communications, Inc. is a catalog and web-based company specializing in postcards, greeting cards and other marketing supplies for veterinarians, dentists and other medical professionals.

DESIGN TEAM MEMBER

We are looking for the newest member of our design team. Successful applicants must be proficient in Adobe Photoshop, Illustrator and InDesign and have an eye for proofreading, color and detail. They will be designing cards, bags and a variety of promotional products and can expect to also be involved in many other aspects of the business, including, but not limited to order taking, customer service and shipping.

IT SPECIALIST

We are looking for an IT Specialist to help coordinate and maintain our network of servers and approximately 30 workstations. IT duties will include server maintenance, providing IT support to employees, and the installation of new equipment and software as needed. In addition, this position will also spend time in our fast-paced print room working with digital printers, duplicators, laser engravers and other printing equipment.

We offer a competitive salary and benefits. If you are hard-working, intelligent, detail-oriented, and have a degree in Information Technologies or equivalent work experience, please send your resume in confidence to: mary@mbscom.com

College Student positions available in Public Works.

Most positions are mowing and cemetery work.

Employees will learn a great deal about the city and the functions that are done daily.

Brumleve Industries, Inc.

Position Title: Fabricator

Department: Production

Reports to: Foreman

FLSA Class: Non-Exempt

SUMMARY

This position is responsible for managing the start to finish process of manufacturing a product from finished design to finished product.

DUTIES

- Operates the production shop machinery and equipment.
- Reads job specifications to determine machine adjustments and material requirements.
- Responsible for ensuring that all products are produced according to the templates and design specifications.
- Observes machine operation to detect work piece defects or machine malfunction.
- Assist with monitoring and maintaining the proper inventory levels for shop materials and supplies.
- Assists with maintenance on production machines.
- Ensures that all parts are properly fitted and aligned.
- Ensures that quality control standards are met.
- Adheres to assembly safety standards.
- May be required to perform other duties as assigned by management.

QUALIFICATIONS

- High School Diploma or equivalent work experience
- 1-3 yrs experience in manufacturing or production.
- Must have the ability to meet and exceed deadlines on a consistent basis
- Ability to lift at least 50 lbs. or more on a consistent basis

SCHEDULING

The work hours are from 8:00 a.m. to 5:00 p.m. The schedule is subject to change with customer demands. Overtime is required when requested.

CONTACT

Michael Brumleve

michael@brumleveind.com

800-937-0058

Effingham Tourism Department

Creative Assistant

The City of Effingham Tourism Department is seeking an innovative individual for a part-time Creative Assistant at Effingham City Hall. Starting wage is \$11.90/hour at 16-24 hours per week. Applicants must be available to work some local events. Knowledge of Effingham and surrounding areas is essential. The successful candidate should be skilled in the following areas:

- Proficient in oral and written communications
- Proficient in standard computer programs, including intermediate experience with Adobe Creative Suite
- Experience in navigating various social platforms

Applicants must possess a valid driver's license.

For more information, contact the Tourism Department at 217.342.5310 or email jthoele@effinghamil.com.

Crossroads Bank

Crossroads Bank is seeking dependable and hardworking candidates for the role of Part-time Teller.

Responsibilities

- Receive cash and checks for deposit into accounts
- Cash checks and pay money from banking accounts
- Answer and route telephone calls
- Receive bank visitors and direct them to appropriate staff as necessary
- Adhere to banking rules and regulations

Qualifications

- High School Diploma or equivalent required
- Positive attitude
- Customer service or cash handling experience preferred

Job Title: Accounting Intern

Location: Corporate Office

Reports to: Assistant Controller

Salary: Compensation commensurate with experience (incentives per established scale)

Required Education and Experience: Associates Degree in Accounting or related field preferred. High School diploma required.

Job Requirements:

- Self-motivating personality as well as team building skills
- Demonstrates ability to work effectively without direct supervision
- Exceptional time management, multitasking, accounting, and organizational skills
- Proficient with Microsoft Office applications
- Strong verbal and written communication skills
- Ability to define problems, collect data, establish facts, and draw valid conclusions

Essential Functions:

1. Follow all established personnel and safety policies and procedures.
2. Daily cash management entry and verification of notes payable balance.
3. File vendor invoices and other related documents.
4. Generate reports for Agronomy department.
5. Update internal reports for use by management team.
6. Review internal work orders for reclassification entries.
7. Update various accounting spreadsheets.
8. Other duties as assigned.

Work Environment:

This job operates in an office environment and routinely uses standard office equipment. The nature of the business may require extended office hours.

Travel:

The employee may be asked to participate in the Internship Program at The Equity, which may include occasional travel within The Equity trade area.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time. Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.

Submit resumes to Jesse Mumm, Jesse.Mumm@TheEquity.com, by Monday, March 7.

Siemer Milling Company

Job Title or Field of Study: Food Science / Test Milling Internship

Company Contact Information:

Company Name: Siemer Milling Company

Company Street Address: 111 West Main

Company City & Zip code: Teutopolis, IL 62467

Contact Name: Amanda Rieman

Contact Phone #: 217-857-2198

Contact Email: ARieman@siemermilling.com

Job Specifics:

Anticipated Start Date: May 15

Anticipated End Date: August 15

Expected Work Hours: 7:30 to 4:00

Estimated Pay Rate per Hour: \$15.00

Job Description:

Test Milling Internship

Internship at Siemer Milling Company which encompasses of wide variety of activities including test milling, job shadowing, running simple tests in the lab. The objective is to obtain a background in the flour milling industry. You will be trained to:

1. Run Test Mill
2. Clean, weigh, temper wheat
3. Measure moisture, protein, and test weight of the wheat
4. Monitor the test mill, shaker, and sifter
5. Prepare samples for and take samples to the Lab
6. Run RVA's
7. Run Mixographs
8. Keep tech kitchen clean
9. Record data into access spread sheet
10. Maintain records of test print outs ran on flour from various plant locations.
11. Assisting in the research and development of new, more efficient production processes as directed by your supervisor.
12. Other duties as assigned by supervisor.

How to Apply/Where to Send Resume:

Please apply at <https://www.siemermilling.com/employment/>