



Flood Mitigation Program Management Intern

The Stormwater Management Commission (SMC) is seeking one full-time intern to provide administrative support for SMC Flood Mitigation Program. This is a long-term position, not to exceed 1,000 hours. Applicants are encouraged to review information on the Voluntary Floodplain Buyout Program at <https://www.lakecountyil.gov/3973/Flood-Information-and-Programs> prior to applying.

The intern will primarily work in the office, with limited field visits under the guidance of SMC staff and will support multiple phases of flood mitigation program implementation. Responsibilities include assisting with coordination and communication among SMC staff, homeowners, municipal partners, and other governmental entities; supporting project documentation, administrative records, and cost tracking; and assisting with property transfer activities related to voluntary floodplain buyout projects. Additional responsibilities include administrative support for bid and demolition activities, such as maintaining bid and demolition files; supporting bid development, openings, tabulations, and award documentation; assisting with asbestos abatement planning; supporting demolition scheduling, permitting, site documentation, and compliance; coordinating with Habitat for Humanity, recycling and reuse partners, and other Lake County departments to facilitate utility disconnects; and assisting with purchase requests, payment processing, and maintenance of accounting and budget balances. Other duties may be assigned in support of SMC program management and flood mitigation activities.

Successful candidates must have strong attention to detail, effective written and verbal communication skills, and intermediate proficiency with Microsoft Office products, as well as the ability to work both indoors and outdoors in variable conditions and perform limited to moderately strenuous physical activity. Candidates should be graduates of a two- or four-year higher education program with coursework in environmental science, geography, urban planning, hazard or disaster (particularly flood) mitigation planning, or a related field, and have an interest in local and federal government processes. Experience with ESRI ArcGIS software is desirable but not required. A valid driver's license and satisfactory driving record are required, and while County vehicles will be provided for most field work, candidates must have their own transportation for travel to and from field sites if needed.

This is an office-based position with regular Monday through Friday work hours (for example, 8:00 a.m. to 4:30 p.m.), with alternative schedules and limited remote work options available depending on assignment. The intern will work approximately 40 hours per week for up to 25 weeks, not to exceed 1,000 hours. The desired start date is flexible, and academic credit may be available pending confirmation with the candidate's academic advisor. Questions regarding this position may be directed to Jeff Laramy at jlaramy@lakecountyil.gov or 847-377-7709. Any offer of employment is contingent upon successful completion of a background screening, drug and alcohol testing, and may include a pre-employment medical exam at a County-approved medical facility, at no cost to the applicant. Lake County is an Equal Opportunity Employer.

To apply for this internship, visit <https://tinyurl.com/4duk8ejx>

Job Location: Libertyville, Illinois

Position Type: Intern

Salary: \$18.00/hour

Application Deadline: February 27, 2026