Illinois Bankers Association

Street Address: 524 South 2nd Street, #600 Springfield, IL 62701

Phone number: 217-789-9340  Fax number: 217-789-5410

Email Address: jnardulli@ilbanker.com

Agency Contact: Joyce Nardulli, Vice President, Government Relations

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Illinois Bankers Association is a full-service trade association dedicated to creating a positive business climate that benefits the entire industry and the communities they serve. Founded in 1891, the IBA brings together state and national banks, savings banks and savings and loan associations of all sizes in Illinois. Over 90% of IBA members are community banks with less than $250 million in assets. Collectively, the IBA represents nearly 90% of the assets of the Illinois banking industry, which employs more than 100,000 people in more than 5,000 offices across the state. Please visit our web site at www.ilbanker.com for more information.

Internship or Job Description
Government Relations Administrative Assistant; Duties include preparing legislative committee calendar, fundraiser request lists, writing checks, sending correspondence, handling phone calls and messages, fax, mail, copy information and documents as requested, general filing, set up legislative dinners and handle staff RSVP's, assist staff with legislative tracking and distribution of legislative materials, schedule and make travel arrangements, reservations and confirmations for GR staff, provide general assistance and clerical support to PAC coordinator, assist with preparation of materials for board and committee meetings, other duties as assigned.

Basic student learning anticipated
How to manage the business administration functions of a very busy legislative office.

Hours per week: 20

Number of weeks: 16

Position Available: Spring, Summer

Unpaid  Updated: August 2012