

Job Title	<i>Intern, Sustainability</i>
Reports To	<i>Manager, Sustainability</i>

#### Job Purpose

The Sustainability Intern assists and works closely with the Manager, Sustainability, to support all aspects of sustainability for the Company, including reporting social and environmental impact data to the Council for Responsible Sport for all events. Responsibilities include organizing and compiling Green House Gas (GHG) emissions data and reports, assisting with race preparation efforts, and researching ways to reduce the environmental impact of the events the Company produces.

Part-time ☒

Exempt ☐

#### Duties and Responsibilities

- Assist in compiling sustainability data and reports, including diversion rates, event carbon footprint, water use and food recovery
- Monitor carbon footprint recording by vendors and other sustainability tracking metrics via JotForm
- Track metrics as needed for any new sustainability partner initiatives
- Research sustainable alternatives to current materials and products used
- Prepare various print and signage materials
- Assist with volunteer recruitment efforts
- Support with inventory pre and post event of signage and other sustainability materials
- Confirm delivery of parking placards and other credentials to partners and vendors
- Assist with preparation for the Event Preparation Meeting for the Bank of America Chicago 13.1 and the Bank of America Chicago Marathon, including set up and breakdown of sustainability materials at the event
- Assist staff in the Sustainability trailer the week leading up to the Event produced by CEM
- Provide support at post race sustainability events

#### Qualifications/ Requirements

- Passion for sustainability, especially in the event production or endurance sports/industry
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work produced
- Ability to work within a deadline-driven environment and manage multiple tasks
- Strong interpersonal, oral and written communication skills
- Demonstrates a proficient level of knowledge regarding climate change
- Ability to demonstrate attention to details and good-record-keeping
- Team player and can collaborate with other teams in the organization
- Strong computer skills, with proficiency in Microsoft Office Suite; Microsoft Excel skills required - ability to create formulas

#### Hours of Work

- 12 - 15 hours/week, with periodic weekend events
- Staff work in-person at the Chicago Event Management office in Chicago, IL, with the opportunity to work remotely as discussed and agreed upon with the Manager.
- During the weeks preceding an event, anticipated hours will increase and will be established in advance based upon event need

#### **Education/Experience**

- Some course work in Sustainability; working towards a degree in Environmental Science/Sustainability preferred
- Volunteer experience and/or experience working events preferred but not required

#### **Working Conditions/Physical Requirements**

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching
- Work is performed primarily in an office setting; event work is performed outside and offsite
- The employee must occasionally lift and/or move up to 25 pounds

<b>Approved by:</b> <i>Signature &amp; Title</i>	
<b>Date approved:</b>	
<b>Employee Acknowledgement:</b>	

Updated February 18, 2022