

## SCOPE OF WORK

- Event:** 2019 Bank of America Chicago Marathon
- Role:** Sustainability Support Program Intern
- Role Summary:** Assist the Sustainability Manager with Council for Responsible Sport accreditation and other program needs.

## Responsibilities

### *Sustainability Program*

- 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 Shedd Aquarium partnership and any new sustainability partner initiatives
- Research sustainability alternatives such as local renewable energy companies for warehouse and plastics recycling vendors
- 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, including set up and breakdown of sustainability materials at the event
- Assist staff in the Sustainability trailer the week leading up to the Bank of America Chicago Marathon (Wednesday, October 9 – Monday, October 14)
- Provide support at post race sustainability events

## Qualifications

- Interacts professionally with a diverse group of staff and volunteers
- Demonstrates proactive and concise communication and follow-up skills
- Dedication to prioritize tasks and adhere to timelines in a deadline-driven environment
- Follows directions and takes initiative when required
- Exceptional organizational skills and attention to detail
- Desire to be a team player
- Proficiency with Microsoft Office preferred

## Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching
- Work is performed both in an office and at a warehouse
- Must be able to lift 25 lbs.



CHICAGO EVENT  
MANAGEMENT

**Term of Agreement** March – November 2019

**Work Schedule** 8-10 hours/week, with occasional weekend events. Attendance at weekend events will be discussed with managers and agreed upon in advance.