

Job Title	Intern, Workforce Management
Reports To	<i>Associate Director, Workforce Management</i>

Job Purpose

The Workforce Management Intern serves as part of the Chicago Event Management team, which strives to create events that are unforgettable experiences for participants, spectators and industry partners.

The Workforce Management Intern reports to the Associate Director, Workforce Management and works closely with several individuals in the office. This position assists with the organization, fulfillment and distribution of event materials, including merchandise, credentials, ID vests, parking, radios. These materials are distributed to the following: volunteers, vendors, exhibitors, sponsors, media, security, medical teams and staff.

This is a hands-on position that is responsible for strategic planning and the day-to-day accreditation and staffing updates needed to properly prepare for race week execution. The Workforce Management Intern will work with CEM office staff and event staff to ensure that all accreditation needs are being fulfilled.

Part-Time

Non- Exempt

Duties and Responsibilities

Event Staff Program

- Responsible for assigning the following in EMOS:
 - Role summaries
 - Shift times
 - Check-In locations
 - Merchandise
 - Credentials
 - ID vests
 - Certifications needed (driver's license, forklift certification, etc.)
- Monitor evenstaff@cemevent.com email address and provide customer support

Accreditation Program

- Enter all accreditation items into inventory system and create labels for packing projects
- Assist in breaking out merchandise for CEM Office staff, event staff and volunteers
- Assist in packing over 30,000 credentials for the Bank of America Chicago Marathon
- Assist in the pre-event packing and post-event inventory projects for safety vests

Race Week Duties

- Support the Race Office on race weekend

Other Responsibilities

- Additional intern responsibilities include:
 - Attending regular staff meetings
 - Leading designated area on race day
 - Other duties as assigned

Qualifications/ Requirements

- Exceptional attention to detail
- Strong planning, organizational and follow-up skills
- Must be able to prioritize and work in a busy, fast-paced, deadline-driven environment
- Ability to multi-task
- Excellent people and process management skills
- Proficiency with Microsoft Office
- Desire to be a team player

Education/Experience

- High School diploma or equivalent related experience.
- Minimum of 1-2 years of experience in a warehousing and/ or event management operations.

Working Conditions/Physical Requirements

Moderate walking, standing, and/or climbing, heavy lifting and carrying, stopping, bending, kneeling, and reaching. Work is performed both inside and outside.

- Work is performed primarily in a warehouse environment.
- Event work is performed primarily outside.
- The employee must occasionally lift and/or move up to 70 pounds

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