



<b>Job Title</b>	<i>Intern, Sustainability &amp; Social Impact</i>
<b>Reports To</b>	<i>Coordinator, Sustainability and Community Engagement</i>

## Company Overview

Chicago Event Management is more than an event production company, it's a team motivated to connect the communities we serve through the events we produce. At the core of our organization, we believe in sharing best practices, using learnings to create unforgettable experiences and building lasting relationships that lead to new ideas and innovation.

Since its inception in 1996, CEM has stayed true to this mission and as a result, has become a leader in event production and the endurance sports industry.

## Job Purpose

The Sustainability and Social Impact Intern reports to and works closely with the Coordinator, Sustainability and Community Engagement, to support all aspects of sustainability, social impact and community engagement for the Company, including reporting social and environmental impact data to the Council for Responsible Sport for all events. Responsibilities include assisting with race preparation efforts and attending community gatherings and other engagement activities. The projects assigned will support the growth and professional development of young adults who are new in their career journey and seek to become professionals in sustainability and social impact.

The expectation of the internship role is a 15 to 20-hour work week from August 5, 2024, to October 31, 2024, at the rate of \$16.20 per hour. The intern will also be expected to support the Bank of America Chicago Marathon race week from October 7, 2024, to October 13, 2024. Work is performed in-person at the CEM Office located in Downtown Chicago, with the opportunity to work remotely as discussed and agreed upon with the immediate supervisor.

**Part-Time**

**Non-Exempt**

## Duties and Responsibilities

### *Sustainability and Social Impact Program*

- Research and identify options on how CEM can measure and evaluate the impact of the event's social impact programs, with the goal of establishing a framework for setting short- and long-term goals and reporting on this information
- Compile sustainability and social impact data for Council for Responsible Sport reporting
- Assist with preparation for the Event Preparation Meeting for the Bank of America Chicago Marathon

- Assist with coordination of cheer zone engagement and planning for the Chicago Marathon
- Assist with volunteer recruitment efforts
- Prepare various print and signage materials
- Prepare, mail, and confirm deliveries of various packages
- Inventory materials pre- and post- event
- Provide support at post-race sustainability events
- Conduct research on current or new initiatives

#### *Event Week*

- Assist the sustainability and social impact team with onsite event support for the Bank of America Chicago Marathon (October 7 – 13, 2024), including set up and breakdown of materials at the event

#### *Other*

- Attend occasional meetings
- Other duties as assigned

### **Qualifications/Requirements**

- Passion for sustainability and social impact, especially in the event production or endurance sports/industry
- Experience with measurement and evaluation for social impact
- 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

### **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**

- 15 – 20 hours/week distributed Monday – Friday, with periodic weekend events
- Work is performed in-person at the CEM Office located in Downtown Chicago, 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
- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- The employee must occasionally lift and/or move up to 25 pounds

### **How to Apply**

Interested and qualified applicants are encouraged to apply by emailing their resume to the Human Resources department at [resume@cemevent.com](mailto:resume@cemevent.com).

### **Equal Opportunity Employer**

Chicago Event Management is an equal opportunity employer. CEM is deeply committed to equity and building a diverse team that reflects the communities it serves. We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. We encourage candidates from all backgrounds to apply, but especially those with lived experience in or proximity to the Chicago communities where CEM operates.

CEM is committed to the inclusion of all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact our Human Resources department at [resume@cemevent.com](mailto:resume@cemevent.com).