



JOB TITLE: PMC Logistics Intern

REPORTS TO: Director of Operations, Glynn Hawley

EFFECTIVE DATES: May 29, 2025 thru August 15, 2025

Monday through Friday - 40 hours per week (at the busiest times, overtime will be required and compensated at time and a half); \$16 per hour.

SUMMARY:

The PMC is the largest single athletic fundraising event in the country and passes through 100% of all riders fundraising to Dana-Farber Cancer Institute (DFCI). Since its 1980 inception, the PMC has contributed over \$1 billion to lifesaving cancer research and treatment at DFCI. PMC Logistics Interns work closely with PMC full-time staff to support all aspects of operations and logistics in preparation for PMC weekend. They are instrumental in running a successful PMC weekend and advancing the PMC’s mission of bringing us closer by the mile to a world without cancer.

The PMC is a model of efficiency for all non-profit events. The professional team is made up of 15 full-time staff, 6 summer interns and is supported by a 15-person Volunteer Head Staff; a 17-person Board of Directors; a 17-person Advisory Board; over 6,000 cyclists; 3,000 volunteers; 47 communities; 200 companies (which donate \$5 million worth of merchandise and services); and approximately 300,000 individual donors who support PMC cyclists.

DUTIES AND RESPONSIBILITIES:

Daily responsibilities include:

- Unloading trucks as well as checking in supplies and equipment
- Building pallets, organizing and loading equipment and supplies
- Organizing the warehouse
- Inventory merchandise, supplies and equipment
- Fulfill merchandise orders
- Work on projects (mailings, marketing, fundraising, event analysis) with PMC head staff throughout the summer
- Participate in PMC Head Staff pre-event weekend meeting (July 2025 - exact date TBD)
- Participate in PMC Day at Fenway (July 11, 2025)
- Performs other related duties as assigned by management

PMC Weekend (August 1 through August 3, 2025) responsibilities include:

- Work with MMA hubsite leaders in all phases of hub site logistics during PMC weekend from Friday – Sunday afternoon





- Setting up the sites – finish line area, food and luggage areas, bike parking, rider pick up, etc.
- Unloading and replenishing supplies throughout the event
- Site breakdown and clean-up
- Work with Seaport leaders in unloading bikes & luggage on Sunday evening

QUALIFICATIONS:

- No prior experience or training
- High school diploma or general education degree (GED)
- Capable of performing demanding physical labor
- Ability to relate to and understand the PMC Mission
- Must have reliable transportation to and from our Needham office daily
- Customer service skills are a plus

COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- **Customer Service** - Responds promptly to requests for service and assistance; meets commitments.
- **Initiative** - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings; comfortable with in person interactions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

The Pan-Mass Challenge is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.

