



JOB TITLE: PMC Logistics intern

REPORTS TO: Director of Operations, Glynn Hawley

EFFECTIVE DATES: June 1, 2023

Monday through Friday - 40 hours per week, \$16 per hour (40 hours not guaranteed)

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 \$900 million to lifesaving cancer research and treatment at DFCI. PMC Logistics Interns are critical members of the PMC Logistic team. They work with PMC full-time staff and volunteers to receive, organize, and deploy all equipment materials to run a successful 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 13 full-time and one part-time staff, 5 summer interns and is supported by a 14-person Volunteer Head Staff; a 12-person Board of Directors; 6,000 cyclists; 2,000 volunteers; 47 communities; 200 companies, which donate \$5 million worth of merchandise and services; and more than 325,000 individuals who support PMC cyclists.

DUTIES AND RESPONSIBILITIES:

Daily Responsibilities include:

- Unloading trucks as well as checking in supplies & equipment
- Building pallets, organizing & loading equipment & 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 meeting (July 2023)
- Participate in PMC Day at Fenway (July 2023)
- Performs other related duties as assigned by management.

PMC Weekend (August 5th & 6th) Responsibilities:

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





QUALIFICATIONS:

- No prior experience or training
- High school diploma or general education degree (GED)
- Capable of performing demanding physical labor

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 in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **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.

