JOB TITLE: PMC Logistics Intern

REPORTS TO: Director of Operations, Glynn Hawley

EFFECTIVE DATES: June 2, 2027 thru August 20, 2027
Monday through Friday - 40 hours per week (at the busiest times, overtime will be required and compensated at time and a half); $17 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 $1.2 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.

DUTIES AND RESPONSIBILITIES:

Daily responsibilities include but are not limited to:

- Loading and unloading trucks

Checking in supplies and equipment

- Building pallets, organizing and loading equipment and supplies
- Organizing the warehouse
- Inventorying merchandise, supplies and equipment
- Fulfilling merchandise orders
- Preparing signage for PMC weekend
- Packing and unpacking Kids Rides materials
- Working on projects (mailings, marketing, fundraising, event analysis) with PMC staff and head staff
- Performing other related duties as assigned by management

Required PMC Event attendance:

- PMC Head Staff pre-event weekend meeting (July 7, 2027)
- Site meetings as determined by PMC Manager

Required PMC Weekend (August 6, 2027 through August 8, 2027) attendance. Responsibilities include:

- Work with Mass Maritime Academy hubsite leaders in all phases of logistics during PMC weekend from Friday – Sunday evening
    - Setting up the sites – finish line area, food and luggage areas, bike parking, rider pick up, green team support, etc.
    - Unloading and replenishing supplies throughout the event

- Site breakdown and clean-up
- Work with Boston Seaport vounteer leaders in unloading bikes & luggage on Sunday evening

QUALIFICATIONS:

- Capable of performing physically demanding tasks
- High school diploma or general education degree (GED)
- Ability to relate to and understand the PMC Mission
- Must have reliable transportation to and from our Needham office daily
- Ability to work in a collaborative, team setting
- Demonstrated customer service skills

EXPECTATIONS:

- **Attendance/Punctuality** - Is consistently at work and on time.
- **Customer Service** - Responds promptly to customer needs.
- **Oral Communication** - Speaks clearly and persuasively; listens and gets clarification.
- **Written Communication** - Writes clearly and informatively; presents numerical data effectively.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.
- **Accuracy** - Completes work in timely and accurate manner; strives to increase productivity.
- **Coachability** - Accepts feedback and looks for ways to improve.
- **Initiative** - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

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