



Chicago Area Runners Association
549 W. Randolph St, Suite 704
Chicago, IL 60661
312.666.9836

Role: Summer Internship (Paid)

The Chicago Area Runners Association, CARA, is a non-profit organization committed to serving and advocating for the local running community. We are Chicagoland's running club, providing accessible opportunities for all runners to train, race, learn, be social and volunteer.

CARA is the nation's third-largest running club, serving as the voice of local runners, as well as providing over 800 dates of programming and events per year.

CARA's broad based internships provide a combination of both administrative and field work. Interns will gain experience beneficial to future work in the non-profit sector, running industry, event industry, and or a coaching profession.

Ideal candidates:

- Have a passion and commitment to the Chicago Area Runners Association's mission and the running community
- Are creative, enterprising, and inventive, with the ability to work within established processes, while also evaluating areas for where CARA can improve its practices
- Are a high energy 'people person' with excellent public speaking and written communication skills
- Have an attention to detail, organized, reliable, punctual, and have an appetite for learning
- Are professional, able to collaborate in a team environment, and ability to remain calm under pressure and stress
- Are able to support load-in and load-out process for events, including lifting items up to 40 pounds
- Have access to reliable transportation and possess a valid driver's license and have a clean driving record over the past 10 years with no history of DUI conviction
- Have a strong understanding of, and experience participating in running events and programs

General: Summer internships begin mid-May to early June. Minimum term is 8 weeks, maximum term is 16 weeks. Interns will be assigned a primary mentor and will interact with all CARA staff. Interns will work between 12-20 hours per week throughout the term. Interns will typically work one day per week (weekday) within CARA's West Loop office between 9am-5pm and will be assigned field positions within CARA programs and events (typical field schedule Tuesday's 6-8pm, Wednesday's 6-8pm, Saturday's 6-10am, and Sunday's 6-10am). Interns will be assigned a primary focus project in addition to broad based duties and field work. Opportunities for remote work not available. Interns will be paid \$13 per hour. Interns are not eligible for travel expenses. No opportunity for vacation will be made available. Un-paid personal leave will be available for illness, family emergencies, and or major life events.

Application Process: Applications must include a cover letter, resume, and list of three professional references with contact information (name, phone, e-mail). Cover letter should make clear applicants career interest, and how an internship at CARA supports those interests and or why they are passionate about serving CARA's mission. High school graduates only. Preference given to current college students and recent graduates. Send application by e-mail to greg@cararuns.org with the subject line "Summer Internship". Please, no phone calls or personal delivery of resumes. Review of applications will begin immediately. Multiple interns may be chosen.