



Equity, Diversity and Inclusion (EDI) Apprenticeship Program in
partnership with United Airlines and Professional Convention
Management Association (PCMA)

Program Summary

Choose Chicago, the official sales and marketing organization for the *Best Big City to visit* – *City of Chicago*, understands racially diverse talent and leadership are underrepresented in the travel and tourism industry. In our efforts to advocate for a diverse talent pool and create more career pathways for people of color, Choose Chicago in partnership with United Airlines and PCMA will offer the Equity, Diversity & Inclusion (EDI) Apprenticeship Program November 13, 2023 – March 8, 2024.

We are seeking one (1) apprentice for this program.

The EDI Apprenticeship Program in partnership with United Airlines and PCMA is designed to provide Chicago's emerging professionals from underrepresented communities on-the-job experience in the destination marketing and hospitality industries and position those individuals for long-term professional success.

The Apprentice will gain valuable experience in event management via career tracks with United Airlines and PCMA.

The candidate will support the events team in the planning of a large scale conference for PCMA Convening Leaders, and United Airlines Worldwide Sales Conference.

Examples of projects/tasks:

- ❖ Assist Events team with the planning and on-site logistical execution of various site inspections & other projects as assigned.
- ❖ Support transportation requests
- ❖ Understand the full event planning scope for a Conference, including historical planning details & current event goals
- ❖ Receive onsite event experience of a large-scale event production



Applicant Expectations

- ❖ Aged 21+ and a resident of Chicago (preferred) or Illinois suburban communities
- ❖ Interest in the hospitality/travel/tourism sector with equivalent practical work experience
- ❖ Identify as BIPOC (Black, Indigenous, Person of Color) or another under-represented or minority group
- ❖ Demonstrate a great work ethic.
- ❖ Express a willingness to learn and team player spirit
- ❖ Availability to work November 13, 2023 – March 8, 2024, working 32-40 hours per week and open to working some nights and weekends. Ability to travel out of state. All travel expenses will be paid.
- ❖ Commit to 600 working hours (not to exceed 6 months)
- ❖ Provide an official/unofficial copy of their high school/GED or college transcript along with document confirming full vaccinated status
- ❖ Adhere to program policies and procedures of Choose Chicago, United Airlines and PCMA.

How to apply

- ❖ Complete & Sign the **APPRENTICESHIP APPLICATION FORM** via <http://www.choosechicago.com/ediapprenticeship> inclusive of completed essay responses on a separate sheet. Submit with your application form:
- ❖ Submit a professional resume.
- ❖ Submit official or unofficial university transcript or other verification of degree(s) awarded/to-be awarded (if applicable).
- ❖ Must successfully complete a background check.
- ❖ At least two (2) letters of recommendation from an academic or professional reference to support your application and career track selections.
- ❖ Potential candidates will complete a phone and in person interview
- ❖ If selected, the apprentice will be required to complete a background check, drug test and show proof of being fully vaccinated
- ❖ The Apprentice is hired by Choose Chicago but required to complete rotating tracks with United Airlines and PCMA, approx. 6 weeks each.
- ❖ Upon successfully completing the program, the apprentice will be offered a full-time entry-level coordinator position at PCMA.

FOR MORE INFORMATION ABOUT THIS PROGRAM, PLEASE VISIT:
www.choosechicago.com/ediapprenticeship

*subject to change at the discretion of Choose Chicago and it's rotating partners