



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](http://www.choosechicago.com/ediapprenticeship)**

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