



## JOB POSTING

**Title:** Seasonal – Team Logistics  
**Reports To:** Director of Team Logistics & Business Process Liaison  
**Department:** Team Logistics  
**How to Apply:** [www.chicagobears.com/jobs](http://www.chicagobears.com/jobs)

### **About the Role**

The Chicago Bears are hiring a **full-time Team Logistics Seasonal** (temporary, entry level) employee to join our Team Logistics department. Team Logistics is responsible for the planning, execution and continuous improvement for all team related logistics processes as well as other business needs for players, coaches, and football operations staff. Working out of Halas Hall (located in Lake Forest, IL), the Team Logistics Seasonal will assist with the planning and execution of team operations, team travel, home game operations and the off-season program. The ideal candidate is passionate about building seamless operational experiences, has an eye for details, and improving processes. This is a 40-week position that starts in April and is paid hourly.

### **Who We Are**

The Chicago Bears strive to advance our mission of winning championships by conducting ourselves with humility, integrity, and a strong work ethic. We want you to help us achieve our goals and to be part of the one of most storied franchises in all of sport. We offer our seasonal staff competitive hourly rates, hands-on experiences, and an environment where their talents and contributions are valued.

### **Our Commitment to Diversity, Equity & Inclusion**

The Chicago Bears organization continues to deepen its commitment to establishing an inclusive, equitable work environment that reflects the diversity within our communities and fan base. We value, respect and appreciate diversity at all levels, on and off the field, and are guided by a vision of success that includes integrating diversity, equity, and inclusion into our club's DNA and culture.

### **Responsibilities**

#### **Team Operations**

- Assist in the planning and execution of mini-camps and off-season workouts
- Assist with the creation and distribution of departmental manuals
- Assist with the management of local travel and lodging for players, coaches and staff
- Develop and maintain a working relationship with 3<sup>rd</sup> party vendors
- Assist with organizing football operations shuttles on campus during the season (bus/golf cart)
- Assist with day-to-day logistical needs of Team Logistics Department
- Perform additional duties as assigned by Team Logistics Department

#### **Team Travel**

- Assist in the planning of team travel
- Assist with coordination and logistics related to team departure and return to/from Chicago
- Prepare TSA set-up and documentation for team departures
- Assist football support departments with team duties at games (away and home)
- Organize and distribute player / staff per diem
- Assist with bid process for team away games (hotel, bus and truck)

#### **Home Game Operations**

- Assist with administration and distribution of coach, player and football operations parking at Soldier Field
- Assist with assigning and fulfillment of room requests at home hotel

- Manage compliance with all team specs while at home hotel

#### Off-Season Program

- Assist with players returning for Off-Season Program (check-in, follow up calls, welcome packets, etc.)
- Assist with player, staff and fan shuttles during training camp
- Assist with team hotel operations & requirements
- Assist with coordination of special projects

#### Qualifications

- Bachelor's degree
- Valid Driver's License and clean driving record
- Able to work non-traditional hours, in non-traditional settings, including evenings, weekends and holidays
- Strong computer skills including Microsoft products (Excel, Word, PowerPoint, Teams, and Visio)
- Must be organized, detail-oriented, and able to manage time effectively to work on multiple projects at once
- Excellent communication skills including the ability to work with many personalities
- Experience with problem solving and/or customer service
- Experience with team travel/advance prep is preferred but not required
- Experience working at a Power 5 conference or NFL level is preferred but not required

***This list of position functions is not all-inclusive and may be supplemented or modified.***