

**Indiana University - Sustainability Development Program**

**2018 Extern – City of Gary**

**POSITION SUMMARY**

The extern will be placed within the Department of Environmental Affairs & Green Urbanism and will be responsible for taking the lead on select initiatives and assist with sustainability projects. The extern will provide support for the development of a Sustainability and Resilient Action Plan, including community outreach, event coordination and survey development, distribution & analysis.

Duties will include:

* Catalogue existing sustainable projects & initiatives across all city departments
* Identify program gaps & redundancies
* Inventory & record all greenhouse gas emission sources to establish a baseline for a reduction plan and best management practices
* Establish a Green Business Challenge and Engagement program
* Review grant funding opportunities and co-write proposals

Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning May 29 and ending August 3, unless otherwise negotiated. Interns will be required to attend a bootcamp from May 14 to May 18, 2018.

Feedback and evaluation

The intern will be given regular feedback from city staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a city identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

**Application instructions**

To apply for this position, email a resume and cover letter indicating the ISDP position(s) to which you are applying to isdp@indiana.edu. If you have questions about the program or any of the jobs available, email ISDP at isdp@indiana.edu. The application deadline is Feb. 28, 2018.

/rmc