**Streetlights Research and Evaluation Intern with the City of Indianapolis Mayor's Office**

In 2016, Indianapolis Mayor Joe Hogsett lifted a 35-year moratorium on streetlights, installing more than 100 new lights in the darkest areas of the city. Last year, the City negotiated an agreement with IPL to retrofit more than 27,000 high pressure sodium streetlights to LED technology. The City will pay all up-front costs associated with the retrofit, resulting in long-term cost savings due to reduced energy use and maintenance costs. These savings will allow the City to install up to 4,000 additional streetlights. The agreement will result in the largest LED streetlight conversion in Indiana, benefiting the City’s residents with reduced energy use and greenhouse gas emissions, and lowered maintenance costs of streetlight infrastructure.

**Job description**

The Office of the Mayor of the City of Indianapolis is seeking an intern to assist with the design, administration, and analysis of a survey to assess the results of the conversion of streetlights to LED technology around the City. Under the supervision of a Project Manager and in cooperation with city communications staff, the intern would canvass residents in areas where streetlights have been retrofitted to elicit feedback on the new lights and determine what, if any, changes to the conversion process should be implemented going forward. In addition to assisting with survey design, the intern would assist with analysis of survey results, ultimately resulting in preliminary recommendations on adjustments that should be made before new streetlight installations begin.

Intern Responsibilities:

1. Assists in drafting and designing of survey questionnaire related to streetlight retrofit under supervision of Mayor’s Office staff.
2. Attends meetings with Streetlight Community Engagement Team and incorporates Team feedback into survey design.
3. Administers survey through social media channels and in person in neighborhoods around Indianapolis as part of Canvass Team.
4. Collects and maintains respondent data in record keeping system to be shared with Mayor’s Office staff.
5. Assists with analyzing respondent data and drafting any recommended changes to conversion process in partnership with Mayor’s Office staff.
6. Other duties as assigned.

Qualifications:

* Pursuing undergraduate or graduate degree in public policy, public administration, urban sustainability, or related field.
* Prefer GPA of 3.5 or higher.
* Excellent oral, written, and communication/presentation skills.
* Must be enthusiastic about interacting with members of the public.
* Must have passion for translating data collected in the field into policy recommendations.

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 in May and ending in August. Exact beginning and end dates are negotiable. Interns will be required to attend a bootcamp from May 14-18.

**Feedback and evaluation**

The intern will be given regular feedback 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 government operates, how to balance competing priorities and how to develop and maintain professional relationships.