**Summer 2018 Intern with the City of Bloomington**

**Duration:**

10 weeks, from May 29 through August 3.

**Compensation:**

Compensation will be in the form of a stipend through the Indiana Sustainability Development Program.

**Service Requirement:**

Interns are expected to work 40-hour weeks.

**Training Requirements:**

Must attend the bootcamp from May 14-18.

**Summary of Department:**

The mission of the City of Bloomington's Department of Economic and Sustainable Development is to enhance the quality of life for citizens by administering strategic programs and initiatives that foster an environment where businesses thrive and retain and create new, quality jobs. The Department emphasizes a broad definition of economic development that focuses on public arts and culture, sustainability, and entrepreneurship.

**Assignments:**

Under supervision of the Assistant Director of Sustainability, work on projects related to the wide-ranging topic of “sustainability”; assist during the review stage of the five-year Sustainability Action Plan; conduct research on a variety of topics. Possible topics include drafting Requests for Proposals (RFPs), researching best practices, and others.

**Job Responsibilities:**

Graduate students strongly preferred; engage and educate the public via social media (Facebook and Twitter); support the Assistant Director of Sustainability on a variety of projects; support, as-needed, the wider Department of Economic and Sustainable Development; assist the Bloomington Commission on Sustainability with various projects.

**Required Skills:**

Microsoft Office Suite; Google Docs and Google Sheets; social media (Facebook and Twitter); proofreading; strong oral and written interpersonal communication; professionalism; flexibility; time management; ability to handle multiple tasks at once; ability to prioritize tasks; ability to work as part of a team and also independently; outstanding writing skills; strong research skills; creativity.

**How to Apply:**

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.