City of Elkhart
Summer 2021 Resilience Cohort Indiana Climate Fellow

The City of Elkhart seeks a highly motivated student to assist with the implementation of a climate action plan during the summer of 2021. Implementing our climate action plan will help us make progress towards our greenhouse gas emissions reduction goals, as well as becoming better adapted to climate change impacts.

The successful applicant will be hired as an Indiana Sustainability Development Program Climate Fellow through Sustain IU, Indiana University’s sustainability office. The Fellow will participate in the IU Environmental Resilience Institute’s Resilience Cohort, along with other Indiana governments developing climate action plans. The Fellow will work with the Elkhart Environmental Center (EEC) and receive on-the-job training from ICLEI-Local Governments for Sustainability on how to implement Climate Action Plan initiatives, such as community solar, SolSmart, electric vehicle infrastructure, and energy reduction in the water and wastewater treatment facilities.

The Fellow will learn a replicable skill and gain valuable experience in greenhouse gas analysis, emissions reductions implementation, and working in local government. They will also develop technical and project management skills beneficial to a career in climate science, policy, environmental management and related fields. Because the Fellow will be placed within the EEC, they will also receive experience assisting in environmental programs and events.

The City of Elkhart is committed to enhancing the environment and the health of the community through a variety of programs. As one of the first cities in the state to implement city wide recycling and the 3rd oldest Tree City USA community in Indiana, it aims to build upon previous work as well as begin to lay the foundation for further initiatives.

Responsibilities

- Communicate with government agencies, industries, and local government officials to develop feasible implementation strategies
- Engage with community members and stakeholders to receive input, feedback, and support
- Promote opportunities for the public to engage in implementation strategies
- Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
- Synthesize inventory analysis into actionable policy and program recommendations
- Participate in regular Resilience Cohort webinars and conference calls
- Support the Center’s environmental education programs and events such as the 25th EnviroFest, as time allows
• Attend a 4-day bootcamp training, hosted by Sustain IU and the Environmental Resilience Institute, May 2021

Qualifications
• Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, environmental management, engineering, chemistry, or environmental economics
• Experience manipulating data using spreadsheets
• Experience summarizing research in reports and presentations
• Ability to follow detailed and technical instructions
• Enthusiastic about greenhouse gas management and reduction
• Effective written communication, especially for a public audience
• Exemplary verbal communication, including speaking publicly
• Self-motivated, proactive, and flexible with careful attention to detail
• Ability to prioritize and manage multiple ongoing tasks

Preferred Skills
• Experience in evaluating the environmental impact of products, activities, and systems
• Experience creating professional reports
• Experience coordinating partnerships

Application Process
Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the City of Elkhart extern position should indicate so on their application. The application deadline is February 26, 2021.

Compensation
Compensation will be in the form of a stipend from Sustain IU. The externship will span 10 weeks between May and August. The extern will be expected to work full-time and must participate in a mandatory bootcamp training in May 2021.