City of Indianapolis, Office of Sustainability

Summer 2021 Resilience Cohort Indiana Climate Fellow – Job Description

City of Indianapolis seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory in the summer of 2021. Completing a greenhouse gas inventory is a fundamental first step for a local government committed to reducing emissions and increasing energy efficiency.

The successful applicant will be selected as an Indiana Sustainability Development Program 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 performing greenhouse gas inventories. The fellow will work with Office of Sustainability and receive on-the-job training from ICLEI-Local Governments for Sustainability on how to complete a greenhouse gas inventory using ClearPath, a cloud-based inventory software. Findings from the inventory will be used to establish a baseline and to help identify areas of potential emissions reductions.

The fellow will learn a replicable skill and gain valuable experience in greenhouse gas accounting and working in local government. They will also develop technical and project management skills beneficial to a career in environmental science or policy. This position will also learn CDP reporting as part of this process.

About City of Indianapolis, Office of Sustainability: The Office of Sustainability uses best practices in sustainability to enhance the quality of life for all residents in Indianapolis and Marion County. As a division of the Department of Public Works, the Office of Sustainability promotes an environmentally sustainable city through different programs and initiatives. Some initiatives improve issues such as air quality and stormwater management, as well as energy efficiency and environmental planning.

View Thrive Indianapolis, the first sustainability and resiliency action plan in our city’s history, here.

You can follow the Office of Sustainability on Facebook, Twitter, and Instagram.

Responsibilities
- Identify and categorize emissions sources by sector and scope
- Collect and compile emissions source data from multiple sources
• Communicate with government agencies, industries and local government officials to obtain relevant data
• Track and manage data submissions
• Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
• Synthesize inventory findings into actionable policy and program recommendations
• Participate in regular Resilience Cohort webinars and conference calls
• Draft an inventory summary report
• Assist with other sustainability projects depending on time and interest
• Attend a 3 – 4 day bootcamp training, hosted by Sustain IU and ERI, in May 2021.

Qualifications
• Experience summarizing research in reports and presentations
• Ability to follow detailed and technical instructions
• Enthusiastic about greenhouse gas management and accounting
• Effective verbal and written communication
• Self-motivated, proactive, and flexible with careful attention to detail
• Ability to prioritize and manage multiple ongoing tasks

Application Process
Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the City of Indianapolis, Office of Sustainability fellow position should indicate so on their application. The application deadline is Friday, February 19, 2021.

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