Position Summary
The City of Indianapolis Office of Sustainability 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 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. The Indiana Climate Fellow will be placed within the City of Indianapolis Office of Sustainability (OoS) and be responsible for taking the lead on the select initiatives below and assisting Office of Sustainability staff as needed.

Responsibilities
- Identify and categorize emissions sources by sector and scope
- Collect and compile emissions source data from multiple sources
- Gather community and municipal scale GHG emissions data necessary to comply with CDP reporting requirements.
- Calculate emissions utilizing the most recent CRF reporting framework.
- Identify changes from previous inventories, compare data trends and summarize findings.
- Prepare a draft update to the CDP report which includes the latest GHG inventory data and any other relevant changes since the last report.
- 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 such as a review of environmental goals and objectives of the 2017 Comprehensive Plan with recommendations for a planned update later in 2021, and others 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
- Ability to perform basic math computations including unit conversions.
- 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
- Must be familiar with Microsoft Suite (Word, Excel, Outlook, etc.).
- Must be able to communicate effectively in oral and written formats.
- Needs to be able to work independently and/or remotely as needed
- Must be able to gather information and data from a wide range of entities.

**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.