New Albany City Plan Commission
Job Description

Summer 2021 Resilience Cohort Indiana Climate Fellow

The New Albany City Plan Commission 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 the Director of the New Albany City Plan Commission 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. The fellow will assist the Plan Commission Director and staff with a review of environmental goals and objectives in the 2017 Comprehensive Plan for a planned update in 2021/2022.

About the New Albany City Plan Commission

The New Albany City Plan Commission is the local government department with responsibility for the orderly development and redevelopment of the City of New Albany and Unincorporated Two Mile Fringe Area, a jurisdiction of approximately 25 square miles along the Ohio River in south central Indiana. The Plan Commission develops a Comprehensive Plan that articulates the planned growth and development of the jurisdiction over a long-range timespan, including environment, land use, transportation, housing, and other important aspects of the built environment. The New Albany Common Council adopted the current Comprehensive Plan in 2017.

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 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
- 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 New Albany City Plan Commission 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.