Greater Indiana Clean Cities Coalition
Nonprofit Organization
ISDP Climate Fellow: May - August 2021

ORGANIZATION MISSION
Greater Indiana is a Clean City Coalition focused on advancing communities with education and resources on alternative fuel vehicles. Our mission is to advance alternative, domestic fueled transportation including energy efficient technologies across all sectors in Indiana. As a standalone nonprofit 501(c)3 organization Greater Indiana works with public and private sector members, serving as a resource for members integrating alternative fuels, technologies, and efficiency measures. Greater Indiana hosts educational and networking events fostering opportunities for partnerships between fleets and industry providers. By facilitating these partnerships and projects, Greater Indiana is fostering the economic, environmental, and energy security of the United States.

POSITION SUMMARY
The Climate Fellow will be responsible for taking the lead on outreach and select initiatives such as virtual educational meetings and webinars for municipalities developing Climate Action Plans (targeted at reduction of transportation related emissions), tours of fleet operations, EV infrastructure planning and coordination, and program development for an Electric Vehicle program.

POSITION RESPONSIBILITIES
Grow the organization’s outreach and advance the work on specific projects, such as alternative fuel infrastructure development and corridor planning, alternative fuel/technology outreach and demonstration events, and site visit and educational tours of fleet operations and infrastructure.

Responsibilities will include 1-2 focus areas and additional tasks as needed.

MAIN PROJECTS (2) to be completed by the end of the summer:

- Project Area 1: Organize and facilitate site visits and educational tours to demonstrate successful AFV or advanced vehicle fleet operations and fueling/charging infrastructure to other fleets, public safety officials, government agencies, vocational and STEM student groups, and other organizations who will benefit from the education.

(To be done virtually)

  o Plan and hold two virtual site visits/educational tours on one of the following fuel types: Natural Gas, Propane, Ethanol, Biodiesel, or Electricity. Greater Indiana has the following resources: GoToWebinar/GoToMeeting, YouTube Channel, Twitter, Facebook, LinkedIn, Website, Eventbrite, and MailChimp.

  o One of the site visits or educational tours must be on electric vehicles and coordinate with Greater Indiana’s Electric Vehicle program.

- Project Area 2: Organize and facilitate training sessions related to alternative fuels and advanced vehicle technologies. Target audiences including first responders, technicians/mechanics, code, permitting and safety authorities having jurisdiction, fleet managers, etc. Use Department of Energy developed training curriculums, tools, websites, and data/information resources whenever possible.
(To be done virtually)

- Plan two training sessions on alternative fuels and advanced vehicle technologies targeted at any of the following audiences: first responders, technicians/mechanics, fleet managers, municipal officials, utility companies, and entities implementing workplace charging programs.
- One of the training sessions must consist of materials and training for electric vehicles and/or charging infrastructure.

Other Focus Area(s) of the Organization:

- Project Area 3: Organize and facilitate alternative fuel infrastructure planning activities, alternative fuel corridor development, and planning for future fueling infrastructure development where current corridor gaps exist.
  - This Project area will refer to the Federal Highway Alternative Fuel Corridor Program guidelines and requirements, providing a framework for plan development.
- Project Area 4: Organize and facilitate alternative fuel and/or advanced technology end-user workshops and outreach events including hands-on ride & drives, demonstrations, educational showcases of alternative fuel and advanced technology vehicles, and refueling/charging systems.
  - This project area relates to the organizations outreach and assistance provided to municipalities developing Climate Action Plans. The goal will be to assist municipalities with emissions calculations, data collection, and development of plans to reduce transportation related emissions.

Additional Responsibilities:

- Assist with communications and presentations for Greater Indiana, ensuring effective outreach to members, stakeholders, and partners. Experience with social media, websites (WordPress), and email marketing programs are preferred.
- Review and input information for members and projects into Greater Indiana’s project management system.
- Provide support to the Executive Director during events. Events may require survey distribution, follow up communication, and data compilation.
- Assist with data collection for specific case studies, reports, and research projects as determined by the needs of the organization’s members.
- Communicate on a regular basis with the Executive Director, sharing progress on projects and addressing any barriers.

QUALIFICATIONS
A high school degree and some college experience is required. Strong preference given to candidates with education and experience in environmental studies, sustainability, communications, marketing, or related field. Must be familiar with Microsoft Word, Excel and email marketing programs (MailChimp). Knowledge of project management systems and website management (WordPress) and social media
programs (Facebook, LinkedIn, etc.) are also beneficial. Must be able to communicate effectively and professionally in oral and written formats.

COMPENSATION
Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The Climate Fellow will work full time for 10 weeks, beginning in May and ending in August, unless otherwise negotiated. All Indiana Climate Fellows are required to participate in the mandatory Boot camp training in May 2021, provided by IU ISDP. Students may begin working with their organization prior to this date but are required to participate. This Boot camp will not count towards their 10-week commitment.

APPLICATION INSTRUCTIONS
To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaus, ISDP Program Manager, at danmcphe@iu.edu.