Northwest Indiana Regional Planning Commission (NIRPC) seeks several highly motivated students 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 applicants will be hired as an Indiana Sustainability Development Program extern (Climate Fellow) through Sustain IU, Indiana University’s sustainability office. The externs will participate in the IU Environmental Resilience Institute’s Resilience Cohort, along with other Indiana governments performing greenhouse gas inventories. The externs will work with Kathy Luther, NIRPC Chief of Staff as well as contacts at the local (city and/or county) level. Climate fellows 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 and with that knowledge we can develop a plan to reduce emissions cost-effectively, mitigate effects of climate change and build resilience to better prepare Northwest Indiana for climate change.

The externs will gain unique experience, working as a team on a region-wide greenhouse gas inventory, the first of its kind in Indiana. They 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 Northwestern Indiana Regional Planning Commission (NIRPC) is a regional council of local governments serving the citizens of Lake, Porter, and LaPorte counties in Northwest Indiana. It is organized under the provisions of Indiana Code 36-7-7.6. NIRPC provides a forum that enables the citizens of Northwest Indiana to address regional issues relating to transportation, the environment, and economic development.

**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 preparation for 2022 Climate Action Planning and others depending on time and interest
- Attend a 3 – 4 day bootcamp training, hosted by Sustain IU, in May 2021

**Qualifications**
- Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, engineering, chemistry, or environmental economics

---

_Summer 2021 Resilience Cohort Extern_
• 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 accounting
• Effective verbal and written communication
• 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

Application Process
Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the NIRPC extern position should indicate so on their application. The application deadline is February 28, 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.