Job title  Climate Fellow
Reports to  Executive Assistant to the Mayor
FLSA  Non-employee status

Job purpose

The Town of Zionsville seeks a Climate Fellow who will participate in the IU Environmental Resilience Institute 2021 Resilience Cohort, along with other Indiana governments implementing climate action plans. The fellow will work with the Mayor’s office. The fellow is neither an employee of Indiana University nor the Town of Zionsville. Students are expected to work 40 hours per week for 10 weeks in accordance with Indiana University’s scholarship guidelines.

The fellow will learn replicable skills and gain valuable experiences in implementing strategies for greenhouse gas reduction and working in local government. The majority of the fellow’s work will focus on building a solar-ready community and an EV-ready community. Reducing energy use in water and wastewater treatment facilities may also be a focus, depending on capacity and fellowship alignment with the Resilience Cohort program. They will develop technical and project management skills beneficial to a career in climate science, policy, environmental management, and related fields.

Duties and responsibilities

- Engage with community members and stakeholders to implement CAP strategies
- Promote opportunities for the public to engage with plan implementation
- Participate in regular Resilience Cohort webinars and conference calls
- Assist in benchmarking progress on a climate action plan strategy
- Assist with other sustainability projects such as conducting research on a variety of educational topics; developing a sustainability guide on area organizations, departments, and practices; engaging and educating public through programming and social media; and others depending on time and interest
- Attend a 4-day bootcamp training, hosted by Sustain IU and the Environmental Resilience Institute, May 2021

Qualifications
• Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, environmental management, engineering, chemistry, or environmental economics
• Experience summarizing research in reports and presentations
• Ability to follow detailed and technical instructions
• Enthusiastic about greenhouse gas management, accounting, and reduction
• Effective written communication, especially for a public audience
• Exemplary verbal communication, including speaking publicly
• Self-motivated, proactive, and flexible with careful attention to detail
• Ability to prioritize and manage multiple ongoing tasks
• Experience in evaluating the environmental impact of products, activities, and systems preferred
• Experience creating professional reports preferred

**Working conditions**

This position requires a variety of inter-personal situations that must be handled with good judgement in a professional, discreet manner. The ability to work on several tasks at the same time and complete tasks effectively is required. This position requires the ability to work and communicate well with individuals from all levels.

The environment is a typical indoor office.

**Physical requirements**

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at times.

**Direct reports**

None.

**Application Process**

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

| Employee Signature: | 
| Date: | 
| Print Name: |