City of South Bend seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory in the summer of 2021. Completing regular greenhouse gas inventories is a fundamental step in monitoring and reducing emission and assessing progress towards South Bend’s greenhouse gas reduction goals.

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 Eric Horvath, Public Works Director, 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 compared to the 2017 inventory to identify areas of improvement, areas of potential emissions reductions, and progress towards our 2025 goal of a 26% reduction from the baseline.

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. Importantly, the fellow will hone communication skills and ability to translate technical data and terms for general audiences.

About City of South Bend: South Bend is the 4th largest city in Indiana and home to Notre Dame and several other universities as well as manufacturing, technology, and financial services companies. City government is a significant operation, with approx. 1,100 employees and a budget of roughly $370M. The City has a decades-long history of waste reduction, climate mitigation, climate resilience, and clean energy initiatives. Sustainability and climate activities are primarily located in the Public Works Department. In 2019, the City adopted a Climate Action Plan with quantitative carbon reduction targets, with the goal of becoming carbon neutral as a community by 2050. See http://southbendin.gov/climateaction for details.

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, including a comparison to previous inventories and progress towards GHG reduction goals
- Present draft inventory findings to Green Ribbon Commission in August (virtual or in person)
- Assist with sustainability communications via social media, website, and press releases
• Update the City’s Carbon Disclosure Project report response
• 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
• High level of professionalism with internal and external partners
• Ability to prioritize and manage multiple ongoing tasks
• Ability to effectively utilize Microsoft products for coordination with City staff, including Teams, SharePoint, Outlook and Office 365 (subscription provided by the City)

Application Process
Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the City of South Bend 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.