Summer 2020 Resilience Cohort Extern: City of Carmel

The City of Carmel Indiana seeks a highly motivated student to assist with the completion of a Climate Action Plan in the summer of 2020. In 2019, the City of Carmel completed the first greenhouse gas inventory of local government and community emissions (with the assistance of the Environmental Resilience Institute, ICLEI USA, and ISDP). Using the information provided by the inventories, the City of Carmel will proceed to the next step of identifying how to reduce emissions and establishing a plan.

The successful applicant will be hired as an Indiana Sustainability Development Program extern through Sustain IU, Indiana University's sustainability office. The extern will participate in the IU Environmental Resilience Institute's Resilience Cohort, along with other Indiana governments creating Climate Action Plans. The extern will work with the City of Carmel Department of Community Services and receive on-the-job training from ICLEI-Local Governments for Sustainability and the Environmental Resilience Institute on how to complete a Climate Action Plan.

The extern will learn replicable skills and gain valuable experience in Climate Action Planning and working in local government. They will also develop technical and project management skills beneficial to a career in environmental science or policy. The extern will also work on documents and collaborate on climate action planning process with city officials, community members, and other stakeholders.

Carmel is a fast-growing, economically-thriving city located on Indianapolis' northern border. It has a population of 98,000+ and is known for its ambitious redevelopment and prudent planning. It has taken on numerous sustainability actions and has a commitment to continuing environmentally sustainable initiatives.

Responsibilities
- Identify, evaluate, and prioritize carbon-reducing opportunities
- Analyze a Greenhouse Gas Reductions Strategy
- Draft a Climate Action Plan
- Gain the software and technical abilities to be able to do the following: set emissions targets, forecast emission reduction opportunities, analyze the benefits and costs of greenhouse gas reduction, and select strategies to engage community members.
- Work with city officials, community members, and other stakeholders to decide reduction targets as the basis of prioritizing reduction actions
- Coordinate community input about the Climate Action Plan
- Present drafts to approving bodies (such as City Council) for input

Experience and Skills
- Ability to follow detailed and technical instructions
- Enthusiastic about greenhouse gas management
- Effective verbal and written communication
- Self-motivated, proactive, and flexible
- Provide careful attention to detail
- Ability to prioritize and manage multiple ongoing tasks
- Creativity in regards to problem-solving
- Ability to communicate elements of Climate Action Plan to community, city council, and other stakeholders

Application Process
Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the City of Carmel Indiana extern position should indicate so on their application.

Compensation
Compensation will be in the form of a scholarship 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 boot camp training in May 2020.