



## Summer 2019 Resilience Cohort Extern

The City of Carmel Indiana seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory in the summer of 2019. Completing a greenhouse gas inventory is a fundamental first step for a local government committed to reducing emissions and increasing energy efficiency.

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 performing greenhouse gas inventories. The extern will work with the City of Carmel Utilities and the Department of Community Services 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 used to track progress on past and future sustainability initiatives.

The extern 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 extern will also work on documents to share the findings of the inventory to the public as time allows.

Carmel is an edge city north of Indianapolis. It has a population of 91,000+ 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 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 solar projects, community water conservation and others depending on time and interest
- Attend a 3 – 4 day bootcamp training, hosted by Sustain IU, in May 2019

### Qualifications

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

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- 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 City of Carmel Indiana extern position should indicate so on their application. The application deadline is February 28, 2019.

#### 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 2019.