The City of Elkhart seeks a highly motivated student to assist with the development of a climate action plan during the summer of 2020. Completing a climate action plan provides communities with a strategy for reducing greenhouse gas emissions and adapting to climate change impacts.

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 developing climate action plans. The extern will work with the Elkhart Environmental Center (EEC) and receive on-the-job training from ICLEI-Local Governments for Sustainability on how to analyze the results of a greenhouse gas inventory using ClearPath, a cloud-based inventory software, and develop strategies to reduce emissions.

The extern will learn a replicable skill and gain valuable experience in greenhouse gas analysis, emissions reductions planning, and working in local government. They will also develop technical and project management skills beneficial to a career in climate science, policy, environmental management and related fields. Because the extern will be placed within the EEC, they will also receive experience assisting in environmental programs and events.

The City of Elkhart is committed to enhancing the environment and the health of the community through a variety of programs. As one of the first cities in the state to implement city wide recycling and the 3rd oldest Tree City USA community in Indiana, it aims to build upon previous work as well as begin to lay the foundation for further initiatives.

**Responsibilities**

- Engage with community members and stakeholders to receive input and feedback
- Promote opportunities for the public to engage with plan development
- Communicate with government agencies, industries and local government officials to develop actionable emissions reduction goals
- Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
- Synthesize inventory analysis into actionable policy and program recommendations
- Participate in regular Resilience Cohort webinars and conference calls
- Assist in drafting a climate action plan
- Support the Center’s environmental education programs and events such as the 25th EnviroFest, as time allows.
- Attend a 4-day bootcamp training, hosted by Sustain IU and the Environmental Resilience Institute, May 18-21, 2020
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 manipulating data using spreadsheets
- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Enthusiastic about greenhouse gas management 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

Preferred Skills

- Experience in evaluating the environmental impact of products, activities, and systems
- Experience creating professional reports
- Willingness to

Application Process

Applicants should submit the online application for ISDP, uploading a resume and cover letter. Applicants interested in the City of Elkhart extern position should indicate so on their application. The application deadline is February 28, 2020.

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 2020.