



# CITY OF EVANSVILLE

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## Summer 2019 Resilience Cohort Extern

The City of Evansville, IN seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory, 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 Resilience Institute's Resilience Cohort, along with other Indiana governments performing greenhouse gas inventories. The extern will work with Local Governments for Sustainability on how to complete a greenhouse gas inventory using ClearPath, a cloud-based inventory software, to track and report greenhouse gas emissions.

The extern will learn a replicable skill and gain valuable experience in greenhouse gas accounting and working in local government. They will gain valuable career in environmental science or policy.

Evansville is Indiana's third largest city with a population of approximately 120,000 residents. Sitting in southwest Indiana, Evansville serves as a major economic and cultural hub.

### 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 project 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, or 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 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 Evansville are accepted on a rolling basis (first come, first serve) until all positions are filled; the final application deadline is Feb. 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 also receive bootcamp training in May 2019.