



**Goshen Parks and Recreation  
Division of Forestry**

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**Summer 2019 Resilience Cohort Extern  
Job Description**



The City of Goshen, 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 Forester and an external consultant 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 understand Goshen's current emissions contributions, create a climate action plan for the City, and will be reported to other GHG emissions data collectors.

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. Additionally, there will be hands-on, face-to-face work with a community striving to understand its responsibilities to future generations.

Goshen is a small, RV manufacturing city of 33,000 in northern Indiana. Local government and city departments are increasingly taking steps to address environmental and climate change resilience issues that are particular to Goshen. Re-structuring our storm sewer system to eliminate combined sewer overflows to the river, and initiating an urban tree canopy goal are among some projects which the government has recently supported. In the wake of severe flooding in late winter of 2018, the Mayor initiated a Mayoral Environmental Advisory Committee to work at identifying pressing needs, and to research and propose appropriate action. With support from the public, and with continued public education, Goshen is working to become a better steward of resources, in order to benefit our ecosystem and our economy.

## **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 public tree inventory, invasive species removal, stormwater/tree canopy education campaign, 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
- 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 Goshen, 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.