Position Summary: The City of Richmond’s Environmental Sustainability Commission is seeking an intern for the position of Action Plan Coordinator. The Coordinator will be responsible for creating a greenhouse gas reduction plan in conjunction with the City’s comprehensive plan, Office of Infrastructure and Development, and Environmental Commission.

Description of Duties and Responsibilities:
- Study successful greenhouse gas reduction plans from other communities; communicate with city employees from these communities when appropriate to understand opportunities and obstacles more clearly.
- Participate in Resilience Cohort trainings and communicate issues, questions, and concerns effectively with the IU staff members.
- Study the Richmond Comprehensive Plan and locate opportunities for Richmond to make progress on greenhouse gas reduction goals.
- Meet with Earlham College Environmental Sustainability majors to understand their climate action plan* efforts and work with them toward a successful transfer of information.
- Work with staff members in the Office of Infrastructure and Development to write greenhouse gas reduction plan components in a format that is consistent with other areas of the Comprehensive Plan.
- Maintain communication with government officials, utilities, organizations and individuals with whom EC students have been in contact for the purpose of reporting, updating, and/or requesting information.
- Present progress report monthly to the Richmond Environmental Sustainability Commission.
- Attend the four-day Boot camp training May 18 – 21, 2020.

Qualifications:
The ideal candidate will feel comfortable working both independently and collaboratively to achieve the goals of the externship. The extern will be responsible for writing reports, giving oral presentations, and communicating daily via phone and email; therefore, they must have excellent writing and public speaking skills. Those with strategic planning skills are strongly preferred.

Compensation:
The intern will be compensated in the form of a scholarship through the Indiana Sustainability Development Program. The extern will work full time for 10 weeks during Summer 2020.

Evaluation:
The ISDP extern will report to the GIS Coordinator but may also work and be evaluated by the City Planner.

Application instructions:
To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the positions available, email Danni Schaust, ISDP Program Manager, at dannmcphe@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Friday, February 28, 2020.