Who We Are
The City of South Bend’s Office of Sustainability is a division of the Department of Public Works. The Sustainability Office works to create a culture of sustainability within city government and across the community at large. The Office is focused on tackling climate change, both by reducing greenhouse gas emissions and by preparing the community for the impacts of a changing climate. The Office is responsible for implementing the newly-adopted Climate Action Plan (see southbendin.gov/climateaction). The Office also provides leadership on a variety of other topics including waste and recycling, natural areas and green space, electric vehicles, energy efficiency, and renewable energy.

POSITION SUMMARY

The extern will be placed within the Office of Sustainability and will provide support for measurement and reporting of greenhouse gas emissions, assessment of climate vulnerabilities across the community, and implementation of South Bend’s Climate Action Plan. The extern will play a key role in data management and analysis, project research and development, and public outreach and communication.

Duties will include:
- Lead the development of a greenhouse gas inventory for city operations. Gather environmental and energy data from city departments. Utilize software tools, guidelines, and procedures to ensure a compliant inventory. Prepare a report and deliver presentations on inventory results.
- Support efforts to assess climate vulnerability across the South Bend community.
- Perform research and prepare summaries and recommendations for energy and sustainability projects. Prepare case studies and analysis of successful projects.
- Support development of internal procedures and policies for greenhouse gas reduction, waste reduction, and environmental protection.
- Support waste reduction and climate change education at community events.
- Help manage and develop content for Office website, Facebook, Twitter, and e-newsletter.
Support development and distribution of educational materials including printed materials, informational graphics, poster displays, and/or presentations.

Set up and manage occasional evening or weekend events.

Work professionally with other City departments and the public.

Serve as an ambassador of the Office of Sustainability and the City of South Bend.

Attend the 3-day Boot camp May 18 – 20, 2020

Qualifications

Well-rounded graduate or undergraduate student. Business, environmental science, sustainability, public policy, architecture/landscape architecture, engineering, and construction degree programs are of particular interest.

Must have demonstrated quantitative and spreadsheet management skills.

Must be a strong writer and experienced social media user.

Ability to conduct on-line research and summarize findings for a range of audiences is essential.

Compensation

Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning approximately June 1st, 2020 and ending approximately August 7th, 2020. Official start and end dates will be determined with selected student.

Feedback and evaluation

The intern will be given regular feedback from city staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a city identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

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 jobs available, email Danni Schaust, ISDP Program Manager, at danmcphe@iu.edu. The application deadline is Friday, Feb. 28, 2020.