



JOHN HAMILTON
MAYOR
CITY OF BLOOMINGTON

DEPARTMENT OF ECONOMIC
& SUSTAINABLE DEVELOPMENT

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Summer 2019 Sustainability Extern City of Bloomington, Indiana

The City of Bloomington, Indiana, seeks a highly motivated student (preferably graduate student) to assist with sustainability-related projects. The community recently completed its first 5-Year Sustainability Action Plan. Extern activities will relate to implementation of that plan with priority focus on completion of a community-wide greenhouse gas (GHG) emissions inventory, and possibly a City operations GHG inventory.

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 Autumn Salamack, the City's Assistant Director of Sustainability, 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 create a community report and guide future recommendations for investments and actions to address climate change in the Bloomington community. 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.

Summary of Department:

The mission of the City of Bloomington's Department of Economic and Sustainable Development is to enhance the quality of life for citizens by administering strategic programs and initiatives that foster an environment where businesses thrive and retain and create new, quality jobs. The Department emphasizes a broad definition of economic development that focuses on public arts and culture, sustainability, and entrepreneurship.

Intern Responsibilities - Environmental Resilience Institute's Resilience Cohort:

- 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





Intern Responsibilities - Assist with other sustainability projects, such as those listed below, depending on time and interest

- Submit information to the Carbon Disclosure Project regarding GHG emissions
- Assist with production of quarterly community sustainability e-newsletter
- Assist with entering monthly energy and water use data in Portfolio Manager
- Assist with implementation of various components of the five-year Sustainability Action Plan
- Conduct research on a variety of topics, including best practices
- Engage and educate the public via social media
- Assist the Bloomington Commission on Sustainability (BCOS) with various projects
- Support, as-needed, the wider Department of Economic and Sustainable Development

Duration of internship: 10 weeks (40 hours per week) between May 29 and August 3, 2019

Compensation: \$4,800 undergraduate; \$6,000 graduate. Compensation will be in the form of a stipend from Sustain IU.

Training Requirement: Must attend a 3 – 4 day bootcamp training, hosted by Sustain IU, in May 2019 (exact dates TBD)

Required Skills:

- 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
- Experience with Microsoft Office Suite products

Preferred Skills:

- Experience creating professional reports
- Experience with social media (Facebook and Twitter) and newsletter platforms (Mailchimp)
- Strong proofreading skills
- Ability to work as part of a team and also independently

How to Apply:





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Applicants should submit the online application for ISDP (Indiana Sustainability Development Program), uploading a resume and cover letter. Applicants interested in the City of Bloomington extern position should indicate their interest on their application.

Deadline:

Applications will be accepted on a rolling basis (first come, first serve) until all positions are filled; the final application deadline is Feb. 28, 2019.

