

**City of Elkhart
Environmental Center
Externship May - August 2019**



POSITION SUMMARY

The City of Elkhart is committed to enhancing the environment and the health of the community through a variety of plans within different departments. It aims to build upon previous work as well as begin to lay the foundation for further initiatives. The extern will be placed within the City of Elkhart [Environmental Center](#) and will be tasked with supporting sustainability-related initiatives the city can employ.

POSITION RESPONSIBILITIES

Responsibilities will allow the extern experience to take lead on special projects as needed.

- Work with City staff from different departments to examine existing practices and identify opportunities to enhance sustainability.
- Provide cost/benefit analysis of select initiatives to determine a sustainable and economically viable option.
- Assist in the coordination of sustainable events planning such as EnviroFest.

Additional Responsibilities

- Provide support for surveying the understanding of sustainability within the community.
- Review grant funding opportunities and co-write proposals.
- Assist the Supervisor with duties and tasks related to the administration of other city initiatives.

QUALIFICATIONS

Juniors or Seniors pursuing a bachelors are invited to apply, a graduate student pursuing a relevant degree is preferred. Strong preference given to candidates with coursework in sustainability, environmental education, environmental studies, economics, and engineering. Must be familiar with Microsoft Suite (Word, Excel, Outlook, etc.). Knowledge of GIS and program evaluation methods (cost-benefit analysis, statistical analysis, etc.) are also beneficial, but project dependent. Must be able to communicate effectively in oral and written formats.

COMPENSATION

Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning in May and ending in August. Start and end dates are flexible. Interns will be required to attend the ISDP boot camp in May of 2019.

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. [Additional details forthcoming]. If you have questions about the program or any of the jobs available, email ISDP at isd@indiana.edu. 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.