Greater Indiana Clean Cities Coalition  
Nonprofit Organization  
Externship May - August 2020

ORGANIZATION MISSION
Greater Indiana Clean Cities advances alternative, domestic fueled transportation including energy efficient technologies across all sectors in Indiana. The standalone nonprofit 501(c)3 organization serves most of the state, 76 counties, working with public and private sector members. Designated as a Clean Cities Coalition by the U.S. Department of Energy in August of 1999, Greater Indiana is a resource for members integrating alternative fuels, technologies, and efficiency measures. Greater Indiana assists its members and stakeholders with their plans to transition to alternative fueled transportation through education, outreach, research, and funding opportunities.

POSITION SUMMARY
The extern will work at the Fort Wayne office location of Greater Indiana Clean Cities and will be responsible for taking the lead on select initiatives and projects such as alternative fuel infrastructure development and corridor planning, alternative fuel/technology outreach and demonstration events, and site visit and educational tours of fleet operations and infrastructure.

POSITION RESPONSIBILITIES
Grow the organization's outreach and advance the work on specific projects, such as alternative fuel infrastructure development and corridor planning, alternative fuel/technology outreach and demonstration events, and site visit and educational tours of fleet operations and infrastructure.

Responsibilities will include 1-2 focus areas and additional tasks as needed.

Potential Focus Area(s):
- Organize and facilitate multiple fuel and/or technology-specific listening sessions with fleets and other stakeholders to identify technology gaps and critical research needs to improve vehicle/infrastructure performance and usability.
- Organize and facilitate alternative fuel infrastructure planning activities, alternative fuel corridor development, research and preparation of alternative fueling readiness plans, and planning for future fueling infrastructure development where current corridor gaps exist.
- Organize and facilitate alternative fuel and/or advanced technology end-user workshops and outreach events including hands-on ride & drives, demonstrations, educational showcases of alternative fuel and advanced technology vehicles, and refueling/charging systems.
- Organize and facilitate multiple site visits and educational tours to demonstrate successful AFV or advanced vehicle fleet operations and fueling/charging infrastructure to other fleets, public safety officials, government agencies, vocational and STEM student groups, and other organizations who will benefit from the education.

Additional Responsibilities:
- Assist with communications and presentations for Greater Indiana, ensuring effective outreach to members, stakeholders, and partners. Experience with social media, websites (WordPress), and email marketing programs are preferred.
• Review and input information for members and projects into Greater Indiana’s CRM system. The system helps track progress for members, communication, and project management.

• Provide support to the Executive Director during events, which can take place anywhere in Greater Indiana’s service territory (76 counties). Events may require survey distribution, follow up communication, and data compilation.

• Assist with data collection for specific case studies, reports, and research projects as determined by the needs of the organization’s members.

• Communicate on a regular basis with the Executive Director, sharing progress on projects and addressing any barriers.

QUALIFICATIONS
A high school degree and some college experience is required. Strong preference given to candidates with education and experience in environmental studies, sustainability, communications, marketing, or related field. Must be familiar with Microsoft Word, Excel and email marketing programs (MailChimp). Knowledge of CRM systems (Salesforce) and website management (WordPress) and social media programs (Facebook, LinkedIn, etc.) are also beneficial. Must be able to communicate effectively and professionally in oral and written formats.

COMPENSATION
Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The extern will work full time for 12 weeks, beginning Mid-May and ending in August, unless otherwise negotiated. Interns will be required to attend a 3-day sustainability bootcamp provided by Indiana University.

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.