POSITION SUMMARY
The extern will be placed within the City of Indianapolis Office of Sustainability and be responsible for taking the lead on select initiatives and assisting with Office of Sustainability Projects as needed.

POSITION RESPONSIBILITIES
Responsibilities will include 1-2 focus areas and additional tasks as needed
Potential Focus Area(s)
● Analyze the City Municipal Operations greenhouse gas inventory, research emissions reductions actions, and draft a municipal emissions reductions plan.
● Review applications, track progress, update participants, and co-manage the newly launched Green Business Challenge and engagement program.
● Coordinate the launch, outreach, review, and selection for the 2018 SustainIndy Community Grants program.

Additional Responsibilities
● Provide support for the City’s first Sustainability and Resilience Action Plan, including community outreach, event coordination, public presentations, and survey distribution and analysis.
● Review grant funding opportunities and co-write proposals.
● Assist in the design, organization, and planning of the next Indianapolis Climathon – a 24-hour climate change related hackathon.
● Assist Project Manager with duties and tasks related to the administration of other Office of Sustainability initiatives.

QUALIFICATIONS
A high school degree and at some college experience is required, a completed bachelor's degree is preferred. Strong preference given to candidates with education and experience in communications, environmental, or related field. Must be familiar with Microsoft Suite (Word, Excel, Outlook, etc.). Knowledge of mapping tools (ArcGIS, Google Earth, etc.) and program evaluation methods (cost-benefit analysis, statistical analysis, etc.) are also beneficial (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 May 29 and ending August 3, unless otherwise negotiated. Interns will be required to attend a bootcamp from May 14 to May 18, 2018.

*Resume required with all applications*
*Extern must meet expectation in Program Guidelines*