POSITION: COMMUNITY SUSTAINABILITY INTERN
DEPARTMENT: MAYOR’S OFFICE
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m. (Monday - Friday)

Sustainability intern with the City of Kokomo

The City of Kokomo is dedicated to intelligent development and growth that provides its citizens with desirable amenities and prudent fiscal management. It seeks to preserve its heritage through redevelopment and revitalization of historic structures while encouraging innovative infilling in its downtown core.

Job description

The sustainability intern with the City of Kokomo will be tasked with conducting spatial analysis using ArcGIS software to inform the city about the effects of recent developments. The city is interested in learning if there has been increased private investment near improvements to city infrastructure. The intern will develop a database from permit applications and, using an existing database of city bike lanes and trails, determine whether private investment on adjacent properties has increased. The intern will also use their GIS skills to examine whether changes to city street infrastructure have resulted in fewer accidents, reduced costs for road maintenance operations and by how much, increased permeable surfaces and by how much, and whether the changes have enhanced the city’s walkability. This may require additional database development.

The ideal candidate will be adept at spatial analysis using GIS software, database development and management, and be able to work both independently and collaboratively. The intern will be expected to produce reports and to make a presentation of their findings for city staff, so should have good writing and public speaking skills. Undergraduate students completing their junior year or first-year graduate students with solid GIS skills are strongly encouraged to apply.

The intern will report to Deputy Mayor David Tharp. Participation in staff and city council meetings may be required.

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 boot camp from May 14 to 18.

Feedback and evaluation

The intern will be given regular feedback 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 government operates, how to balance competing priorities and how to develop and maintain professional relationships.

Additional Requirements

The intern shall comply with all city of Kokomo policies and procedures as well as any state or federal laws and/or requirements.
The intern will be required to maintain regular attendance as determined and agreed upon by and between the parties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.