Streetlights Community Engagement and Brownfields Intern with the City of Indianapolis Mayor’s Office

In 2016, Indianapolis Mayor Joe Hogsett lifted a 35-year moratorium on streetlights, installing more than 100 new lights in the darkest areas of the city. Last year, the City negotiated an agreement with IPL to retrofit more than 27,000 high pressure sodium streetlights to LED technology. The City will pay all up-front costs associated with the retrofit, resulting in long-term cost savings due to reduced energy use and maintenance costs. These savings will allow the City to install up to 4,000 additional streetlights. The agreement will result in the largest LED streetlight conversion in Indiana, benefiting the City’s residents with reduced energy use and greenhouse gas emissions, and lowered maintenance costs of streetlight infrastructure.

Job description

The Office of the Mayor of the City of Indianapolis is seeking an intern to assist with community engagement efforts related to the conversion of streetlights to LED technology around the City. The intern would work with a Mayor’s Office Project Manager and communications staff to help organize and design community meetings to educate neighborhoods about the streetlight conversion and the installation of new lights. In addition, under the supervision of a Project Manager and in cooperation with city communications staff, the intern would canvass residents in areas where streetlights have been retrofitted to elicit feedback on the new lights and determine what, if any, changes to the conversion process should be implemented going forward. This project assignment will require 20 hours per week.

The Department of Metropolitan Development is seeking an intern to assist with an inventory and economic analysis of brownfield sites that should be acquired by the City. Under supervision of the Brownfield Administrator, the intern will compile and map parcel, tax, environmental, and industrial owner data to make a compelling economic argument to DMD executive staff as to why the City should acquire the former industrial site. In addition to making a point in time recommendation to DMD Executive staff, the intern will work with a Mayor’s Office Project Manager in order to develop a replicable process that can be administered on an annual basis that coincides with the tax sale timeline. This project assignment will require 20 hours per week.

Intern Responsibilities:

1. Assists in organizing and designing public meetings related to streetlight retrofit under supervision of Mayor’s Office staff.
2. Attends internal meetings with Streetlight Community Engagement Team and incorporates Team feedback into public meeting design.
3. Attends community meetings with City staff, assisting with set up, note-taking, and answering constituent questions.
4. Administers retrofit survey through social media channels and in person in neighborhoods around Indianapolis as part of Canvass Team.
5. Collects and maintains retrofit respondent data in record keeping system to be shared with Mayor’s Office staff.
6. Compiles and maps brownfield parcel, tax, and industrial owner data.
7. Assists Mayor’s Office Staff in developing a replicable process that aligns with the tax sale timeline.
8. Other duties as assigned.

Qualifications:

- Pursuing undergraduate or graduate degree in public policy, public administration, urban sustainability, or related field.
- Prefer GPA of 3.5 or higher.
- Excellent oral, written, and communication/presentation skills.
- Must be enthusiastic about interacting with members of the public.
- Must have working knowledge of GIS mapping software.
- Must have be proficient in Microsoft Excel.

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. Exact beginning and end dates are negotiable. Interns will be required to attend a bootcamp from May 14-18.

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.