Indiana Sustainable Development Program (ISDP)
2018 Sustainability Extern – Job Description
Prosperity Indiana

Organization Description
Prosperity Indiana is a statewide, membership-based nonprofit organization that supports a network of organizations that builds vital communities and resilient families. We advocate for public policies and assist the network in developing comprehensive solutions that engage local leadership to generate private and public investment. Prosperity Indiana promotes and supports its members’ efforts as a:

- Capacity Builder: through training and direct technical assistance
- Advocate: through public policy advocacy efforts and keeping you informed
- Community Builder & Connector: through affinity groups and other statewide convenings
- Funder: through innovative funding opportunities like Community Loan Centers and the Solar Uniting Neighbors (SUN) program

Tasks
The Sustainability Extern will assist the Director of Sustainability in providing support to member organizations for technical assistance, coalition building, advocacy, and funding to advance the principles of sustainability as key drivers for community economic development. The Sustainability Extern will provide assistance to the Director in the following ways:

- Developing education and outreach materials for sustainability practices
- Developing technical assistance proposals
- Developing and delivering training related to sustainability
- Completing technical assistance tasks such as organizational assessments, strategic planning, funding proposals, and report drafting
- Developing and delivering communication collateral related to sustainability including podcasts, blog posts, social media posts, and program-related materials
- Developing relationships with member & partner organizations
Desired Qualifications
The desired candidate will ideally possess the following skills and abilities:
- Strong communication skills – listening, speaking, and writing in multiple formats
- Interest in and curiosity for broad sustainability topics as tools for community economic development
- Ability to work independently and as part of a team
- Willingness to travel within the state for meetings, trainings, and events

Learning Objectives
At the completion of the program, the Sustainability Extern will have had the opportunity to learn the following:
- How a statewide membership-based nonprofit organization functions
- The role of sustainability best practices as catalysts for community economic development
- Which organizations help communities use sustainability best practices for community economic development
- Who are the key decision makers for community economic development in Indiana
- What challenges exist for communities related to sustainability in Indiana
- What opportunities exist for communities to utilize sustainability best practices for community economic development
- What opportunities exist for new graduates & young professionals interested in sustainability in Indiana

Supervisor
Allyson Mitchell, Director of Sustainability
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Program Duration
10 weeks, 40 hours/week from Tuesday, May 29 – Friday, August 3, 2018

About Indiana Association for Community Economic Development D/B/A Prosperity Indiana
Community economic development is any local action that creates economic opportunities and improves social conditions, particularly for those who are most disadvantaged. Founded in 1986, Prosperity Indiana is a statewide organization that supports a network of organizations that builds vital communities and resilient families. We advocate for public policies and assist the network in developing comprehensive solutions that engage local leadership to generate private and public investment.
Other Requirements
Graduate student
Attendance at ISDP Bootcamp May 14-18, 2018
Experience authoring blog posts and managing social media accounts for professional organizations

Other Considerations
Prosperity Indiana’s office is located in The Platform at City Market in downtown Indianapolis. Extern will be provided with flexible workspace, wifi and printer access. The Platform is located along the Indianapolis Cultural Trail and near the downtown IndyGo Transit Station. Free secure bike parking is available in the adjacent City Market YMCA. The Sustainability Extern will be provided with a key fob to access the building and a parking pass for a nearby parking garage.

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