



CITY OF SOUTH BEND COMMUNITY INVESTMENT

Santiago Garces, Executive Director

McKinney Climate Fellows and Resilience Cohort Programs City of South Bend

2022 Climate Action Planning Intern – Job Description

Who We Are

Climate change is an urgent threat to the City of South Bend. The Office of Sustainability coordinates our community's response to climate change by developing and implementing mitigation and adaptation strategies that center on equity. Specifically, our Office leads the implementation of our community's Climate Action Plan, Carbon Neutral 2050.

Summary

The City of South Bend seeks a highly motivated student to assist with the update of our community-wide climate action plan in the summer of 2022. Updating a climate action plan will provide South Bend with a revised strategy for reducing greenhouse gas emissions and adapting to climate change impacts.

The intern will work with the Office of Sustainability, which is a participant in the Indiana University Environmental Resilience Institute's [Resilience Cohort](#). The successful candidate will receive on-the-job training from ICLEI-Local Governments for Sustainability on how to analyze the results of a greenhouse gas emissions inventory using ClearPath (a cloud-based inventory software), develop strategies to reduce emissions, and coordinate a climate action planning process. The intern will also develop technical and project management skills beneficial to a career in local government, climate science, policy, environmental management and related fields.

About the City of South Bend: South Bend is the economic, educational, media, and cultural hub of a multi-county region spanning the Michigan-Indiana border. It's the fourth-largest city in Indiana with over 100,000 residents. South Bend's flourishing collegiate community and burgeoning tech industry have built upon the foundation of the city's industrial past to create a vibrant present and a promising future. The City's fourteen institutions of higher learning, including the internationally renowned University of Notre Dame, infuse South Bend with creative energy in the arts, business, and technology. Combined with recent economic growth, strong neighborhoods, an affordable cost of living, exciting recreational opportunities, and thriving arts venues make South Bend a fabulous place to live, work, and play.

Duties will include:

- Engage with community members and stakeholders to receive input and feedback
- Promote opportunities for the public to engage with plan update

- Communicate with government agencies, industries, and local government officials to update and revise actionable emissions reduction goals
- Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
- Synthesize inventory analysis into actionable policy and program recommendations
- Assist in drafting updates to the climate action plan
- Assist with other sustainability projects (including a grant/loan program for improving building efficiency for nonprofits and improving our electric vehicle charging infrastructure) depending on time and interest
- Participate in regular Resilience Cohort webinars and conference calls
- Attend the Climate Fellows virtual bootcamp training, hosted by the Environmental Resilience Institute, May 16-20, 2022
- Attend weekly (virtual) “Lunch and Learn” sessions
- Submit weekly reports on Canvas over the course of the fellowship

Qualifications

- Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, environmental management, engineering, chemistry, environmental economics, or a related field
- Experience manipulating data using spreadsheets
- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Effective written communication, especially for a public audience
- Exemplary verbal communication, including speaking publicly
- Self-motivated, proactive, and flexible with careful attention to detail
- Ability to prioritize and manage multiple ongoing tasks
- Experience coordinating events
- Equity mindset and an understanding of diversity, equity, and inclusion in climate
- Enthusiastic about greenhouse gas management and climate planning

Preferred Skills

- Experience in evaluating the environmental impact of products, activities, and systems
- Experience creating professional reports

Compensation

Compensation will be in the form of a scholarship through the Environmental Resilience Institute. The Fellow will work full time for 10 weeks, beginning May 30th to August 5th.

Feedback and Evaluation

The Fellow will be given regular feedback from staff on progress and performance. Success in the fellowship will be determined by the completion of specified projects in a professional and timely manner. The Fellow should learn how this organization identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

Diversity, Equity, and Inclusion

The McKinney Climate Fellows and Resilience Cohort Programs support the continual advancement and development of diverse, inclusive, and equitable spaces. Indiana climate change solutions should be equitable in implementation, and projects with equity considerations are encouraged to reduce climate change impacts on marginalized communities in the state.

Application Process

To apply for this position, complete an application on the Environmental Resilience Institute's website. If you have questions about the program or any of the positions available, email Matt Flaherty, Implementation Manager @ flahertm@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Monday, February 14, 2022.