



Greater Indiana Clean Cities, Inc.
Nonprofit Organization
IU McKinney Climate Fellow: May - August 2022

ORGANIZATION MISSION

Greater Indiana Clean Cities, Inc. (Greater Indiana) is a standalone nonprofit 501(c)3 organization serving the state of Indiana to support alternative fuels and alternative fuel vehicles (AFVs). Greater Indiana's mission is to advance alternative, domestic fueled transportation including energy efficient technologies across all sectors in Indiana. We are overseen by our Board of Directors comprised of 14 members, representing biofuels, municipalities, utilities, transportation manufacturers, fuel suppliers, and nonprofit agencies. For 22 years we have been assisting public and private sector members including: cities, schools, utilities, fueling companies, government agencies, universities, and other nonprofit organizations with their alternative fuel fleet projects.

POSITION SUMMARY

The Climate Fellow will be responsible for taking the lead on outreach and select initiatives such as vehicle demos and fleet transition projects, tours of fleet operations, learning module research, and public Ride and Drive events. Each of the items are geared toward municipalities and groups looking to adopt the use of alternative fuel vehicles and infrastructure.

POSITION RESPONSIBILITIES

Within this position, the Climate Fellow will help grow the organization's outreach and advance the work on specific projects, such as alternative fuel and technology outreach and demonstration events, educational tours of fleet operations and infrastructure, and data and research compilation for alternative fuel projects.

Responsibilities include focus areas and additional tasks as needed.

MAIN PROJECTS to be completed by the end of the summer:

- Project Area 1: Organize and facilitate vehicle demos and fleet transition projects to assist in the education and deployment of alternative fuel vehicles or advanced vehicle fleet operations. Demos and fleet transition projects can include public safety officials, government agencies, general public, and others as identified as high priorities under Greater Indiana's program. Education and outreach are key components to the events and will be aligned with the organization's mission and brand.
 - Plan and coordinate at least two vehicle demonstrations on one of the following fuel types: Natural Gas, Propane, Ethanol, Biodiesel, or Electricity. Coordinate with Greater Indiana's Development and Communications Manager on promotional materials and outreach. Work with the team on logistics, engagement, and event setup. Greater Indiana has the following resources: GoToWebinar/GoToMeeting, YouTube Channel, Twitter, Facebook, LinkedIn, Website, Eventbrite, Canva, and MailChimp.
 - All events will be discussed and reviewed by the Greater Indiana Team to ensure goals and educational objectives are met.
- Project Area 2: Assist with data compilation, research, and calculations for Fleet Analysis and transition projects. Work with Greater Indiana Team on collecting relevant fleet data to

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determine best alternative fuel transition options. Fleet analysis will include site visits, calculating total cost of ownership and emission reductions, identifying funding opportunities, and researching available alternative vehicles and fuel options.

- Tools and resources will be identified to ensure accurate information.

Other Focus Area(s) of the Organization:

- Project Area 3: Organize and facilitate alternative fuel and/or advanced technology end-user workshops and outreach events including hands-on ride & drives, demonstrations, educational showcases of alternative fuel and advanced technology vehicles, and refueling/charging systems.
 - This project area relates to the organization's outreach and assistance provided to municipalities developing Climate Action Plans. The goal will be to provide municipalities with opportunities to explore alternative fuel and advanced technology options and provide resources to mitigate challenges experienced during Climate Action Planning and Implementation.
- Project Area 4: Facilitate the development and creation of an online training module related to alternative fuels. Work with Greater Indiana Team on research and compilation of educational materials related to each training module, ensuring project objectives and timelines are met. Use credible and industry related resources for curriculum development, coordinating with Greater Indiana Team members and organization partners. This program is all online and meetings related to the project will be held virtually.
 - Work with Greater Indiana Team members on high priority modules as identified in project plan, assisting in the development of content and format of training materials.

Additional Responsibilities:

- Assist with communications and presentations for Greater Indiana, ensuring effective outreach to members, stakeholders, and partners. Experience with social media, websites (WordPress), and email marketing programs are preferred.
- Review and input information for members and projects into Greater Indiana's project management system.
- Provide support to the Executive Director and Greater Indiana Team members during events. Events may require material distribution, follow up communication, and data compilation.
- Assist with data collection for specific case studies, reports, and research projects as determined by the needs of the organization's members.
- Communicate on a regular basis with the Executive Director and Team members, sharing progress on projects and addressing any barriers.

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QUALIFICATIONS

A high school degree and some college experience is required. Strong preference given to candidates with education and experience in environmental studies, sustainability, communications, marketing, or related field. Must be familiar with Microsoft Word, Excel, and email marketing programs (MailChimp). Knowledge of project management systems and website management (WordPress) and social media programs (Facebook, LinkedIn, etc.) are also beneficial. Must be able to communicate effectively and professionally in oral and written formats.

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 no sooner than late May, and ending no later than mid-August. All Indiana Climate Fellows are required to participate in the mandatory Boot camp training in May 2022, provided by IU ISDP. Students may begin working with their organization prior to this date but are required to participate. This Boot camp will not count towards their 10-week commitment.

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 Program supports 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 INSTRUCTIONS

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 Danni Schaust, MCF Program Manager, at danmcphe@iu.edu, or Sarah Miller, MCF Project and Outreach Coordinator at sjm8@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Monday, February 14, 2022.

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