Climate Resilience Planning Fellow – Job Description

Who We Are
Carmel is a fast-growing, economically thriving city located on Indianapolis’ northern border. It has a population of 100,000+ and is known for its ambitious redevelopment and prudent planning. It has taken on numerous sustainability actions and has a commitment to continuing environmentally sustainable initiatives.

Summary
The City of Carmel seeks a highly motivated student to assist with implementing strategies from the Carmel Climate Action Plan (CAP) in the Fall of 2023. The CAP was adopted in August of 2022 and an online dashboard for the CAP went live on Earth Day of 2023. There are 42 different strategies in the CAP and Carmel is eager to keep moving forward on this important initiative.

The Fellow will work with the City of Carmel Department of Community Services (DOCS), which was a participant in the Indiana University Environmental Resilience Institute’s 2023 Resilience Cohort program. Carmel does not have a full-time staff person dedicated solely to sustainability initiatives, and so the Climate Fellow will help DOCS to work on implementing strategies in the CAP that will move us toward our goal of achieving net zero emissions by 2050. The Fellow will gain experience in technical and project management skills beneficial to a career in local government, climate change science and policy, environmental management, and related fields.

While a changing climate poses a serious threat to all life on our planet, the City of Carmel is prepared to make changes to reduce its impact on the environment. The City of Carmel has a long-standing history of sustainability efforts and has made formal commitments to addressing global climate change, including joining the Global Covenant of Mayors, Resilient Communities for America, and the Mayors National Climate Action Agenda.

The City of Carmel is equipped with the tools to mitigate climate change and achieve its net zero emissions goal by 2050. With teamwork and strong community participation, successful implementation of the Climate Action Plan and its constituent Risk and Vulnerability Assessment will create long lasting change for Carmel.
**Duties and Qualifications**

**Duties:**
- Complete mandatory McKinney Climate Fellows program onboarding by the Environmental Resilience Institute
- Communicate with government staff, and other local stakeholders throughout the course of the project
- Engage with government staff and stakeholders to choose strategies for implementation
- Research successful strategies that have been implemented in other cities
- Work on a project plan for some of the strategies in the CAP.
- Attend monthly Employee Sustainability Committee meetings.
- Work with the CAP Online Dashboard to update progress on CAP Strategies
- Research available funding sources and make recommendations on the most beneficial
- Assist with other sustainability projects such as planning an invasive species removal event and distributing a Sustainability Survey to Department Heads to gather interest levels on different initiatives.
- Participate in regular Climate Fellow conference calls with ERI Staff.
- Submit weekly reports 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 researching and analyzing results
- Experience manipulating data using spreadsheets
- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Effective written communication
- Exemplary verbal communication
- Self-motivated, proactive, and flexible with strong attention to detail
- Ability to prioritize and manage multiple ongoing tasks
- Ability to work remotely when needed
- Equity mindset and an understanding of justice, diversity, equity, and inclusion in the climate change field

**Preferred Skills:**
- Experience with Climate Action Plans
- Experience implementing government programs and initiatives
- Experience researching a wide variety of government projects

**Feedback and Evaluation**
The Fellow will be given regular feedback from their supervisor 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 the organization identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

**Compensation**
Compensation will be in the form of a scholarship through the Environmental Resilience Institute. The Fellow will work part-time in the fall for 200 hours, with a start date of August 21, 2023. The Fellow may be selected for an extension into spring semester, subject to the availability of funds, and the interest of both Carmel and the Fellow in extending the Fellowship.

**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 solutions should advance equity, with climate plans including strategies that reduce climate change impacts on marginalized communities in the state.

**Application Process**
Eligibility: current IU students (all IU campuses), including international students with US work authorization, with a graduation date of May 2024 or later. To apply for this position, complete an application via the Environmental Resilience Institute’s website, which includes additional details about the application process and timeline. If you have questions about the program or any of the positions available, email Anagha Gore, Resilience Programs Coordinator, at anagore@iu.edu.