Climate Resilience Planning Fellow – Job Description

Who We Are
Climate change is an urgent threat to our city. The City of South Bend's Office of Sustainability mobilizes the community to address the climate emergency. We do this by:

- illuminating ways to reduce pollution and adapt to a changing climate,
- collaborating with the community to address the climate crisis, and
- designing, delivering, and developing climate solutions.

Specifically, our Office leads the implementation of our community's Climate Action Plan, Carbon Neutral 2050. Check out our website, southbendin.gov/sustainability, to learn more about our existing programs! It was designed by our 2022 Climate Fellow 😊

Summary
The City of South Bend's Office of Sustainability seeks a highly motivated student in the fall of 2023 to assist with updating the City's climate action plan and supporting and shaping various programs and initiatives. The City is in the early stages of updating its first climate action plan which was passed in 2019. Our office intends to build upon this plan to integrate climate adaptation and resilience strategies and consider new mitigation strategies. The City's goal is to have the plan updated by the end of 2024. We also seek to identify opportunities that align the climate action plan with the City's Comprehensive Plan (SB 2045), which is also currently being developed. The intern, depending on their level of interest, also has an opportunity to support various programs and initiatives that include but is not limited to program evaluation, program management, data reporting, public engagement, and the development of new programs. Given historic investments to what is considered the country's first climate bill through the Inflation Reduction Act and Bipartisan Infrastructure Bill, our office plans to capitalize and channel these opportunities to benefit South Bend. Thus, the intern may also assist in coordinating the development of pilot programs, redesigning programs, information campaigns, and the pursuit of competitive federal grants.

The intern will work with the City of South Bend's Office of Sustainability, which is a participant in the Indiana University Environmental Resilience Institute's 2023 Resilience
**Cohort program.** The successful candidate will receive technical assistance from ERI staff. The intern will also develop technical and project management skills beneficial to a career in local government, climate change science and 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 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 and Qualifications**

**Fellow must:**
- Complete mandatory McKinney Climate Fellows program onboarding by the Environmental Resilience Institute
- Communicate with government staff, members of the public, and other local stakeholders throughout the course of the project
- Engage with members of the public and other stakeholders to gather input on climate solution priorities
- Support Climate Action Plan update
- Assist with other sustainability projects such as our Energy Assistance and Solar Savings Initiative and Smart Businesses Recycle, Vibrant Places, UpSkill SB, Climate Action Ambassadors, depending on time and interest
- 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 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 strong attention to detail
- Ability to prioritize and manage multiple ongoing tasks
- Equity mindset and an understanding of justice, diversity, equity, and inclusion in the climate change field
Preferred Skills
- Experience in project management
- Experience coordinating events, especially public engagement
- Experience creating reports

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 South Bend 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.