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 the development of a community-wide Climate Risk and Vulnerability Assessment in the summer of 2023. Completing a Climate Risk and Vulnerability Assessment (the Assessment) will provide Carmel with a strategy for adapting to climate change impacts, allowing the city to better understand the impacts of climate change on Carmel. The Assessment will in turn inform future cost benefit analyses of proposed climate strategies and projects and enable Carmel to plan for the specific climate impacts the City will experience to adapt to the impacts of climate change.

The intern will work with the City of Carmel Department of Community Services, which is a participant in the Indiana University Environmental Resilience Institute’s 2023 Resilience Cohort program. The successful candidate will receive on-the-job training from the Geos Institute and ERI staff on how to: analyze climate hazards and associated physical and social vulnerabilities using leading national climate data tools; and deeply engage the public and other stakeholders in an equitable, whole-of-community planning approach. 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.

While a changing climate poses a serious threat to all life on our planet, the City of Carmel is prepared to address those challenges as they occur at the local level. 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. Carmel, like the rest of the world, is already experiencing the effects of a changing climate including shorter winters, changing growing seasons, more days in the year with extreme heat, increased flooding, and extreme weather events.

Department of Community Services
One Civic Square, Carmel, IN 46032  Phone 317.571.2417, Fax 317.571.2426
Michael P. Hollibaugh, Director
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** will include:

- Communicate with government staff, members of the public, and other local stakeholders throughout the course of the project
- Utilize web-based data tools to execute moderately complex data analysis
- Support the development of a climate trends primer that identifies climate projections for Carmel
- Support the development of a community primer that identifies socioeconomic characteristics of community
- Assist in developing a vulnerability assessment report
- Engage with members of the public and other stakeholders to gather input on vulnerabilities and community priorities
- Promote opportunities for the public to engage with the Assessment process
- Assist with other sustainability projects such as implementation of additional facets within the Climate Action Plan depending on time and interest
- Participate in regular Resilience Cohort webinars and conference calls
- Attend the McKinney Climate Fellows virtual Climate Camp training, hosted by the Environmental Resilience Institute in May 2023
- Attend weekly (virtual) “Lunch and Learn” sessions as part of the McKinney Climate Fellows program
- 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 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 evaluating climate trends and hazards, as well as social vulnerability
- 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 full time for 10 weeks, with a start date in late May or early June, arranged in coordination with the Fellow and ERI staff.

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
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.