SUMMARY
The City of Fort Wayne City Utilities Engineering Department seeks a highly motivated student to assist with the implementation of the City Utilities Grease Cooperative (CUGC) Pilot Program in the summer of 2023.

The fellow will learn a replicable skill and gain valuable experience in city environmental sustainability and working in local government. They will also develop technical and project management skills beneficial to a career in environmental science or policy.

Fort Wayne City Utilities is a steward of our most essential resource: water. The work City Utilities does to treat and distribute reliable and safe drinking water, to collect and treat sewage and to manage stormwater runoff supports the health and quality of life of every person and the success of every business in our region for generations to come.

City Utilities is integral to our community, its current well-being and its growth into the future. We are focused on enhancing the quality of life of residents, supporting the success of businesses, and making our community a fun and rewarding place to live and do business. We are guided by a strategic plan and we are pleased to provide annual reports to our customers and community. City Utilities continuously pushes to improve operations, increase sustainability, and take a business-minded clean water and reliable drinking water and stormwater and sanitary sewer service to the community at affordable prices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism. Other duties may be assigned.

- Outreach and education- using prepared promotional materials, assist in explaining the CUGC to eligible facilities and recruiting membership through phone calls and onsite visits
- Contact database building- connect with food service establishments to determine best contacts for CUGC related communications
- Member advocacy- liaison between CUGC and food service establishments when questions or issues arise with the pilot program
- Policy creation- document interactions with FSEs and issues with program to improve and refine the program for the future
- Administration of CUGC- serve as the secondary processor for membership processing and service verification
- Data collection and analysis- Input all pertinent information gathered during the pilot phase and prepare reports for guiding full rollout of program
• Marketing- design, order, and distribute materials to assist with the promotion of the CUGC, design and distribution of CUCG newsletter

PERFORMANCE EXPECTATIONS
The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, environmental management, engineering, chemistry, or environmental economics
• Experience manipulating data using spreadsheets
• Experience summarizing research in reports and presentations
• Ability to follow detailed and technical instructions
• Enthusiastic about greenhouse gas management and reduction
• 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

EDUCATION and/or EXPERIENCE
• Completed 2+ years towards degree by May 2023 (At least a rising Junior)
• Experience in evaluating the environmental impact of products, activities, and systems
• Experience creating professional reports

CERTIFICATES, LICENSES, REGISTRATIONS
If a City vehicle is used, successful applicants must have either;
• A valid Indiana Driver’s License, or
• A valid driver’s license accompanied with a notarized or certified copy of the individual’s driving record from the state/region/country where such license was issued.

PHYSICAL DEMANDS
The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk and hear.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions (cold, hot, wet, humid, etc.). The noise level in the work environment is usually moderate.

APPLICATION PROCESS
Applicants should submit the online application as described by IU ERI.

COMPENSATION
Compensation will be in the form of a stipend from the McKinney Foundation. The fellowship will span 10 weeks between May and August. The fellow will be expected to work full-time and must participate in any mandatory training as provided by IU ERI.