City of Indianapolis seeks a highly motivated student to assist with the completion of a community-wide greenhouse gas inventory in 2023. Completing a greenhouse gas inventory is a fundamental first step for a local government committed to reducing emissions and increasing energy efficiency.

The successful applicant will be selected as a McKinney Climate Fellow through Environmental Resilience Institute. The fellow will work with Office of Sustainability and receive on-the-job training from ICLEI-Local Governments for Sustainability on how to complete a greenhouse gas inventory using ClearPath, a cloud-based inventory software. Findings from the inventory will be used to establish a baseline and to help identify areas of potential emissions reduction. As time allows, the fellow may also assist with other programs related to Thrive Indianapolis, the city’s sustainability and resilience plan.

The fellow will learn a replicable skill and gain valuable experience in greenhouse gas accounting and working in local government. They will also develop technical and project management skills beneficial to a career in environmental science or policy. This position will likely learn CDP reporting as part of this process.

About City of Indianapolis, Office of Sustainability: The Office of Sustainability uses best practices in sustainability to enhance the quality of life for all residents in Indianapolis and Marion County. As a division of the Department of Public Works, the Office of Sustainability promotes an environmentally sustainable city through different programs and initiatives. Some initiatives improve issues such as air quality and stormwater management, as well as energy efficiency and environmental planning.

View Thrive Indianapolis, the first sustainability and resiliency action plan in our city's history, here.

You can follow the Office of Sustainability on Facebook, Twitter, and Instagram.
Responsibilities

- Identify and categorize emissions sources by sector and scope
- Collect and compile emissions source data from multiple sources
- Communicate with government agencies, industries and local government officials to obtain relevant data
- Track and manage data submissions
- Utilize Microsoft Excel and ClearPath to execute moderately complex data analysis
- Synthesize inventory findings into actionable policy and program recommendations
- Participate in regular MCF webinars and conference calls
- Draft an inventory summary report
- Assist with other sustainability projects depending on time and interest
- Attend weeklong training in May 2023
- Attend weekly (virtual) “Lunch and Learns” Wednesdays from 12:00pm-1:30pm
- Submit weekly Canvas report over the course of the fellowship

Qualifications

- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Enthusiastic about greenhouse gas management and accounting
- Effective verbal and written communication
- Self-motivated, proactive, and flexible with careful attention to detail
- Ability to prioritize and manage multiple ongoing tasks

Compensation

Compensation will be in the form of a scholarship through Environmental Resilience Institute. The fellowship will span 12 weeks beginning no sooner than late May, and ending no later than mid-August.

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 eri@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Friday, January 13, 2023.