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!

Summary
The City of South Bend’s Office of Sustainability 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 CRVA will provide South Bend with a strategy for improving resilience and adapting to climate change impacts. Our office intends to integrate climate resilience strategies as an update to our existing Climate Action Plan, which we are updating over the course of the next two years. We also seek to identify opportunities to embed these strategies in our Comprehensive Plan (SB 2045), which is currently being developed.

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 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; deeply engage the public and other stakeholders in an equitable, whole-of-community planning approach; and develop strategies to improve climate resilience. 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.
The City of South Bend is interested in the possibility of extending the Fellowship through the 2023-2024 academic year on a part-time basis if an extension is mutually agreeable to both South Bend and the Fellow, and pending funding availability.

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**

**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 South Bend
- 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
- Assist with other sustainability projects such as our [Energy Assistance and Solar Savings Initiative](#) and [Smart Businesses Recycle](#), 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. The Fellow may be selected for a 2023-2024 academic year extension, 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
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.