City of Terre Haute – Engineering Department  
Climate Resilience Planning Fellow – Job Description

Who We Are  
The Terre Haute Sustainability Commission within the Engineering Department strives to preserve, protect, and enhance Terre Haute’s environmental, societal, and economic interests to effectively improve the quality of life of its residents.

With this partnership, the Sustainability Commission will have the background and necessary data to begin effectively and intentionally tackling sustainability opportunities in the community.

Summary  
The City of Terre Haute seeks a highly motivated student to assist with the development of a community-wide climate resilience plan in the summer of 2023. Completing a Climate Resilience Plan will provide Terre Haute with a strategy for improving resilience and adapting to climate change impacts.

The intern will work with Caleb Williams, Sustainability Coordinator and Staff Engineer at the Engineering Department, 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; develop strategies to improve climate resilience; and coordinate a climate resilience planning process. 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 Terre Haute 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 the City of Terre Haute and the Fellow, and pending funding availability.

The City of Terre Haute  
The City of Terre Haute is governed by a full-time mayor who is the chief administrative official of the city, and a nine-member city council. Vigo County is governed by three county commissioners and a seven-member county council whose responsibilities are primarily in the area of fiscal affairs.

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 the City of Terre Haute
• 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 plan development
• Assist in developing strategies and/or drafting a climate resilience plan as time allows
• Assist with other sustainability projects 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 the City of Terre Haute 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.