



JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Public Works Agency
DIVISION:	Office of Sustainability
POSITION TITLE:	Environmental Project Community Engagement Intern
JOB TYPE:	(37.5 hours/week)
PAY GRADE/RANGE:	\$12/hour
FLSA STATUS:	
CIVIL SERVICE STATUS:	
OPENING DATE:	4/3/17
CLOSING DATE:	4/30/17
DURATION:	Flexible (8 weeks)

NATURE OF WORK:

This position focuses supporting the City of Evanston Bureau of Environmental Services, Office of Sustainability and the implementation of the Evanston Community Habitat Project. The position will engage Evanston residents and community organizations, in particular North Shore Channel neighbors, in the development and maintenance of local natural spaces that are part of the Evanston Community Habitat project. In addition, the position will support waste reduction initiatives and forestry programs implemented by the Bureau. Evanston has a long track record of promoting best practices in recycling and waste reduction and has several on-going efforts to increase Evanston's waste diversion rate. In addition, the City manages a vast urban forest of over 28,000 urban trees that need constant care and attention to keep healthy.

This position will work out of the Morton Civic Center and the Service Center and will be a mix between office work and field work. Field work may consist of leading workdays, recruiting volunteers, monitoring project progress, invasive species removal, plantings, etc. The majority of the work will take place during normal business hours (Monday – Friday 8:30 – 5:00) but frequent evening and weekend commitments may be required.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Identifies local community groups for neighborhood engagement in the Evanston Community Habitat Project
- Contributes to development and testing of interpretive plans and materials, which may include a website, signs, and printed material
- Keeps neighboring communities updated about project stages
- Involve the community in public events such as plantings and dedications
- Identifies community members interested in stewardship and helps to build their interest in and participation in ongoing stewardship work
- Assists project staff and consultants with project documentation (which may include photography and social media posts)

- Coordinates activities with project's Outreach & Communication consultant and the City's Office of Community Engagement to raise public awareness of the Evanston Community Habitat Project.
- Updates current outreach materials and website information related to forestry and solid waste services.
- Attends outreach events to provide support and information about Evanston's urban forest and solid waste.
- Tracks and analyzes data from internal City solid waste programs.
- Identifies potential service groups in Evanston that could partner with the City and Evanston TreeKeepers to do tree care work days.
- Compiles a database of commercial businesses and properties to target for enhanced recycling offers.
- Improves and enhances recycling and waste reduction efforts at City facilities and properties including assessment of existing recycling containers and signage for co-mingled recycling and feasibility study on collection programs for other waste streams (electronics, etc.).
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma or GED.
- Must be currently pursuing a bachelor's or master's degree. Pursuit of degrees in Environmental Studies, Environmental Science, Forestry, Arboriculture, Horticulture, Biology, Geology or Communications is preferred.
- Experience writing newsletters or blogs and/or editing websites is preferred.
- Experience with social media in a professional setting is preferred.
- Knowledge, skills, and abilities in the following areas:
 - Interest in sustainability and/or municipal government.
 - Interest in gardening, nature observation, hiking or other outdoor activities.
 - Willingness to conduct hands on field work.
 - Considerable knowledge of and ability to use personal computer and Microsoft Office software including: Word, Excel, and PowerPoint.
 - Excellent oral, written, and communication skills.
 - Knowledge of Twitter and/or Wordpress.

PHYSICAL REQUIREMENTS OF WORK:

The work is divided between work indoors in an office environment, and field visits and participation in stewardship activities. Work involves active participation in habitat stewardship activities such as tree planting and weeding. Must have the ability to work outdoors in a variety of weather conditions such as, high winds, rain, snow, sleet, high temperatures and humidity; to stand for long periods of time, bend, and work outdoors with limited lighting; to work with vehicles or equipment fumes and gasses, dust and dirt. The ability to work in a sedentary position, occasionally using force to lift, carry or otherwise move objects normally found in an office setting. The employee is subject to inside and outside environmental conditions.

SUPERVISION:

This position will report directly to the Environmental Project Coordinator. The position will also take direction from Project staff and consultants working with the Evanston Community Habitat Project.

PUBLIC CONTACT:

The employee has regular contact with the general public when working. The employee may be asked to field questions and respond to concerns. The employee has contact with other City employees to relay factual and specific information regarding work assignments.

APPLICATION SUBMISSION:

PDF versions of a resume and cover letter should be submitted to the Public Works Agency via e-mail at sustainability@cityofevanston.org. All application materials must be submitted no later than 11:59 pm on Sunday, April 30, 2017.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).