DEPARTMENT: City Manager's Office  
DIVISION: Office of Sustainability  
POSITION TITLE: Climate and Energy Analyst  
JOB TYPE: Internship (37.5 hours/week)  
PAY GRADE/RANGE: $12 hourly  
WORK-STUDY ELIGIBLE: Yes, for Northwestern and Loyola students  

OPENING DATE: 1/17/2018  
CLOSING DATE: 2/12/2018  
DURATION: May - September (flexible start and end date)  

NATURE OF WORK:
Evanston has a long track record of leading on climate action. This leadership includes the city’s Green Building Ordinance, the 2008 Evanston Climate Action Plan (ECAP), the 2014 Evanston Livability Plan, commitment to the Paris Climate Agreement and a commitment to reach 100% Clean Energy. Presently the city has two primary initiatives related to climate action: 1) The creation of a new community-wide climate action and resilience plan and, 2) Continued implementation of the City’s energy and water benchmarking ordinance. Both of these initiatives are forward thinking and provide the opportunity for a motivated candidate to make a meaningful impact on the fight against climate change at the local level.

This position will work out of the Morton Civic Center and will be primarily office work. The majority of the work will take place during normal business hours (Monday – Friday 8:30 – 5:00) but occasional evening and weekend commitments may be required. The position will receive training on any software or tools that are required to support the Livability Initiative.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):
- Support the functions and work of the Mayor’s Climate Action and Resilience Plan Working Group
- Conduct policy research and feasibility analysis for policies developed by the Climate Action and Resilience Plan Working Group
- Compile and upload utility related data for relevant city-owned properties into the EPA’s Portfolio Manager (training will be provided)
- Use multiple methods to determine building characteristics of buildings in Evanston’s building stock
- Reach out to building representatives to verify building characteristics and inquire about building utility management practices at the property
• Analyze building utility usage data over time to try to identify trends and anomalies within usage data that can be reported to the city Facilities Management Division
• Create building performance profiles for relevant city department and share building profiles with those departments
• Using available data create greenhouse gas emissions estimates for buildings within the City’s building stock list
• Provide support to the Office of Sustainability in updating the City’s greenhouse gas emissions inventory
• Other tasks and duties as assigned by the Sustainability Coordinator

DESIRED QUALIFICATIONS:
Applicants must have strong written and verbal communication skills. Additionally, applicants should be very comfortable using the basic Microsoft Suite (Excel, PowerPoint and Word). Applicants must have a desire to develop their Excel skills. Applicants from all fields of study are welcome to apply. No prior experience is required but applicants with a strong interest in either municipal government or sustainability programming will be given priority. Applicants may be required to complete Excel related exercises to demonstrate their comfort/experience with Excel related work.

PHYSICAL REQUIREMENTS OF WORK:
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 Sustainability Coordinator.

PUBLIC CONTACT:
This position will support internal City of Evanston staff and will have limited contact with the general public.

APPLICATION SUBMISSION:
Applicants selected for interview should be prepared to demonstrate their capabilities using Excel. PDF versions of a resume and cover letter should be submitted to the Office of Sustainability via e-mail at Sustainability@cityofevanston.org by February 12, 2018.

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 the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).