



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

<b>DEPARTMENT:</b>	City Manager's Office
<b>DIVISION:</b>	Office of Sustainability
<b>POSITION TITLE:</b>	Sustainability Communications and Engagement Intern
<b>JOB TYPE:</b>	Internship (10-15 hours/week)
<b>PAY GRADE/RANGE:</b>	\$12 hourly
<b>DURATION:</b>	August – December (flexible start and end date)
	Must be Work-Study eligible to apply

**NATURE OF WORK:**

The Sustainability Communications and Engagement position will assist the Sustainability Coordinator in engaging the Evanston community in sustainability topics specifically climate action, waste diversion and reduction, climate resilience and renewable energy. This position will primarily 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 intern will receive training on any software or communications platforms that are required to support the Office's outreach strategy.

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

- Develop weekly content for sustainability messaging on the City's web and social media outlets, working in conjunction with the Community Engagement Division, and other intern teams to promote real-time information to the community; write articles for City's weekly newsletter (30,000 distribution).
- Focus specifically on growing our Twitter presence through targeted campaigns and developing Twitter specific content for the Office of Sustainability.
- Develop bi-weekly content for Sustainability newsletters to promote and communicate the city's sustainability news to be distributed to over 2,500 e-mail accounts in the City's Sustainability Newsletter Group.
- Manage updates to the City's Sustainability Webpages including Sustainability page on City's website ([www.cityofevanston.org/sustainability](http://www.cityofevanston.org/sustainability)).
- Develop content and formatting for publishing Office data on OpenEvanston.org
- Lead the maintenance of new City webpages that focus on the Mayor's Climate Action and Resilience Plan Working Group
- Attend community events as a representative of the Office of Sustainability and promote City programs and initiatives.
- Respond to calls, emails and requests from community members related to City sustainability programming.
- Support the Office of Sustainability by completing data entry, conducting project research and taking notes during meetings.
- Perform other duties and projects as assigned.

**DESIRED QUALIFICATIONS:**

- Strong writer and experienced social media user in a professional setting
- Candidates with an interest in sustainability and/or municipal government are preferred but not required
- Majors in Sociology, Psychology, Environmental Science, Sustainability, Environmental Studies or Communications are given priority but not required
- Experience writing newsletters, blogs, editing websites or previous published work (unpaid or paid) is a plus
- Experience with Excel and Twitter is preferred but training can be provided to a quick learner

**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:**

PDF versions of a resume, cover letter and 1-2 page writing sample should be submitted to the Office of Sustainability via e-mail at [Sustainability@cityofevanston.org](mailto:Sustainability@cityofevanston.org) or students may apply through Northwestern or Loyola University's Work-study platforms (CareerCat or RamblerLink).

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