



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

DEPARTMENT:	City Manager's Office
DIVISION:	Office of Sustainability
POSITION TITLE:	Sustainability Fellow

This opportunity is an AmeriCorps funded position, and is part of the Greenest Region Corps, a project of the Metropolitan Mayors Caucus and Serve Illinois Commission.

NATURE OF WORK:

This Fellow will serve in the City of Evanston Office of Sustainability and report to the Chief Sustainability and Resilience Officer. The Fellow will take responsibility for three main project areas within the Office of Sustainability: Community Zero Waste, Communications and Engagement, and Sustain Evanston. Evanston's recently adopted Climate Action and Resilience Plan (CARP) calls for Zero Waste by 2050 and the Sustainability Fellow will be responsible for implementing programs that support this goal such as revising our plastic bag ban, increasing composting, recycling education and supporting community waste reduction initiatives. Communications and Engagement responsibility range from managing the office's website content, social media and newsletters to deploying the City's Experience Climate Change Activity. Sustain Evanston is the City's sustainable business recognition program.

POSITION RESPONSIBILITIES:

- Support the Public Works Agency in administering contracts and providing services that align with the community-wide Zero Waste Goal by 2050
- Partner with community organizations to develop and implement community waste reduction strategies such as repair clinics, educational workshops, etc.
- Work with the Economic Development Division to partner with local business districts to administer Sustain Evanston and make any needed revisions.
- Develop educational and outreach materials across all CARP focus areas with the Community Engagement Division to better inform the community on effective actions to reduce their carbon footprint and support community resilience.
- Deploy and manage the City's interactive and immersive Experience Climate Change Activity alongside existing community partners.
- Support implementation of the City's Climate Action and Resilience Plan
- Represent the City at external meetings. May make presentations and/or represent the Office of Sustainability at meetings of City Boards and Commissions and civic or professional groups. Required meetings may be held outside of normal business hours.

- Support the general operations of the Office of Sustainability
- Perform other duties as assigned.

Desired Skills

Successful candidates will be able to demonstrate the following skills, experiences and abilities:

- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to quickly learn organizational policies, procedures, and structures that will impact position responsibilities
- Ability to research, develop, implement and evaluate projects and programs
- Ability to work as part of a team to carry out the mission and goals of the Office of Sustainability
- Ability to engage in innovative, creative, and resourceful thinking
- Ability to meet deadlines, accept and coordinate changes in project schedules
- Ability to establish and maintain effective working relationships with all levels of City employees, the general public, City boards and commissions, other agencies and contractors.
- Experience using Microsoft Office Suite to create clear concise documents, presentations and analysis.
- Fluency in Spanish is beneficial, but not required

PHYSICAL REQUIREMENTS OF WORK:

- The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.
- There are no environmental hazards associated with this classification.

SUPERVISION:

The Fellow reports to the Chief Sustainability and Resilience Officer who mentors and outlines work assignments, reviews work in progress, and assess completed work on a project specific basis. Guidance is provided by the Community Engagement Division, Public Works Agency and Economic Development Division.

PUBLIC CONTACT:

The employee has regular and frequent contact with department and division employees and other City employees; regular contact with individual citizens and groups, including business associations; and occasional contact with elected officials.

SELECTION METHOD

Structured Oral Interview
Written Evaluation & Exercise

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

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).