



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

DEPARTMENT:	City Manager's Office
DIVISION:	Office of Sustainability
POSITION TITLE:	Sustainability Projects Intern
JOB TYPE:	Internship (12-20 hours/week)
PAY GRADE/RANGE:	\$14 hourly
WORK-STUDY ELIGIBLE:	Yes, for Northwestern University students
OPENING DATE:	8/13/2019
CLOSING DATE:	9/8/2019 (11:59pm)
DURATION:	September – May/June

NATURE OF WORK:

The Sustainability Projects Intern position will assist the Office of Sustainability in engaging the Evanston community in sustainability topics specifically climate action, waste diversion and reduction, climate resilience and renewable energy. In addition, this position will take responsibility for at least one specific project and be responsible for ensuring full implementation throughout the duration of the internship. This position will primarily work out of the Morton Civic Center and will be primarily office work. Work will take place during normal business hours (Monday – Friday 8:30 – 5:00) but occasional evening and weekend opportunities are possible. 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):

- Support implementation of the City's [Climate Action and Resilience Plan](#) (CARP)
- Lead one of the following projects: analyze municipal energy and fleet vehicle data, engagement related to local climate change hazards, engagement for an environmental air quality monitoring project, community zero waste programming and research net zero energy/emissions standards for buildings.
- Focus specifically on growing our Twitter presence through targeted campaigns and developing Twitter specific content for the Office of Sustainability.
- Develop content for Sustainability newsletters to promote and communicate the city's sustainability news to be distributed to over 3,500 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)
- 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 preparing presentations, 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
- We are open to applicants from all academic backgrounds and fields of study
- Experience writing newsletters, blogs, editing websites or previous published work (unpaid or paid) is a plus
- Experience with Excel beyond the basic functions
- Experience with Twitter is preferred but training can be provided

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 Chief Sustainability and Resilience Officer.

PUBLIC CONTACT:

This position will support internal City of Evanston staff and will have frequent contact with the general public.

APPLICATION SUBMISSION:

PDF versions of a resume and cover letter should be submitted to the Office of Sustainability via e-mail at Sustainability@cityofevanston.org by 11:59pm September 8, 2019.

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).