Office of Sustainability and Performance Management – Sustainability Intern

Dates: May 18, 2020 – December 11, 2020
Hours: 15 hours per week
Compensation: $12 – $13 per hour
Location: City Hall – 300 Monroe Ave NW, Suite 480
Reports To: Alison Sutter, Sustainability and Performance Management Officer

Deadline to Apply – Friday, April 17, 2020

How to Apply:
Please email a pdf copy of your resume, cover letter, and three references (non-relatives) to sustainability@grcity.us

NATURE OF WORK:
The Sustainability Intern will report to the Sustainability and Performance Management Officer and support a variety of job duties. The intern will be assigned projects within the scope of the five categories listed below and may be assigned additional relevant tasks as needed. There may also be opportunity for the intern to complete projects within specific areas of interest.

- **ENERGY** – The intern will communicate with utilities and City departments for energy data collection and data analysis. The intern will assist with updating energy inventories for City operations through Energy Star Portfolio Manager. Energy totals and GHG inventories will also be updated periodically. The intern will continue the City’s participation in Michigan Battle of the Buildings and the Grand Rapids 2030 District. The intern will also help research different energy efficiency and carbon reduction practices.

- **WASTE** – The intern will assist with expanding the zero waste pilot program within specified City buildings. The intern will focus on communicating and promoting the program to staff. This will allow for an assessment of City waste practices across multiple municipal buildings.

- **ENVIRONMENTAL SUSTAINABILITY** – The intern will assist with continued collaboration with Local First to promote and apply the Good for Michigan program’s Quick Impact Assessment (QIA), similar to a B-Corp assessment. The intern will also help advance initiatives under and complete the Michigan Green Communities Annual award competition.

- **ENVIRONMENTAL justICE** - The intern will be exposed to environmental justice principles and help identify disparities in environmental outcomes. The intern may help support equity focused energy reduction efforts in single family homes as well as the Community Collaboration on Climate Change (C4).

- **COMMUNICATION** - The intern will help draft communications about environmental sustainability, including website updates and social media posts. The intern will also help create effective presentations on sustainability.

REQUIRED SKILLS & QUALIFICATIONS:

- Graduate student preferred (at a minimum, completion of sophomore year of undergraduate degree)
- Highly proficient in Microsoft Excel (equations, graph generation, pivot tables)
- Excellent written and oral communication skills
- Ability to conduct thorough research that is professionally formatted
- Developed organizational skills and ability to handle multiple projects
- Attention to detail
- Professional etiquette – punctual, reliable, respectful
• Aligned with City of Grand Rapids values – accountability, equity, collaboration, innovation, customer service, sustainability

**WORK HOURS:**
City Hall is open 8:00 am to 5:00 pm Monday through Friday. Once hired, a work schedule will be determined based on the intern’s availability. Interns are expected to work 15 hours a week. There may be an opportunity to extend the internship through April 2021 depending on funding.