Climate Action Collaborative Internship Coordinator

Organization Name: City of Portland Bureau of Planning and Sustainability

Hours per week: 10-12

Compensation:

Undergraduates receive $1200 per term and graduate students receive $1500 per term (prorated for number of days worked). The Climate Action Collaborative internships are being funded through a generous donation from the Portland State University Bookstore to the Sustainability Internship Program. The focus on climate action reflects University, City, and regional priorities.

Start date: Immediate

End date: June 2016

Position description:

The Climate Action Collaborative is a partnership between the City of Portland Bureau of Planning and Sustainability (BPS) and the Institute of Sustainable Solutions (ISS) at Portland State University (PSU). This fall we will place six to eight interns within partner community-based organizations to further goals, community-driven initiatives, and actions related to the City of Portland’s Climate Action Plan. These positions will focus on community-based efforts that benefit low-income populations and communities of color in Portland while furthering goals of the city’s Climate Action Plan. In addition to carrying out the assigned duties of the internship, Climate Action Collaborative interns and their sponsoring organizations will share their work with each other, partner community-based organizations, and City and PSU staff.

• The Climate Action Collaborative Internship Coordinator will support the program in the following ways:
  • Assist BPS with recruiting and selecting community-based organizations and internships that meet the objectives described above to participate in the program
  • Support community-based organizations in recruiting and selecting interns through PSU
  • Act as point person at BPS for interns and their supervisors who have been selected to participate in the program (answer questions, and help ensure work supports the Climate Action Plan)
  • Facilitate sharing of information between interns, organizations, BPS and ISS
  • Help plan and attend two gatherings for interns and their supervisors at BPS
  • Work with ISS and BPS to monitor, report and communicate progress and outcomes of the program
  • Develop a final report outlining their internship work, outcomes, and lessons learned.

Qualifications:

• Current enrollment as a PSU student
• Strong organizational skills and attention to detail.
• Ability to write clearly and concisely in English.
• Ability to communicate clearly and work cooperatively as a member of the team.
• Ability to engage professionally with BPS staff, ISS staff, students, community partners, and the public in meetings and via email.
• Ability to learn new skills quickly, to advance projects, and research with minimal supervision.
• Experience with the Microsoft Office suite, Google suite and similar programs.
• A desire to gain experience with organizational development and project management.
• Demonstrated interest in urban sustainability and equity issues
• Demonstrated experience working with diverse communities
• Bilingual skills and multicultural experience preferred

Application deadline:
Review of applications will begin immediately. Open until filled. For best consideration, submit your application no later than Tuesday, July 14, 2015.

How to apply:
This position requires current enrollment as a PSU student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu Please specify the name of the internship in the subject line. Once your status is confirmed, you will receive the full application instructions via email. You may call 503-725-4972 with any questions.