Internship Title: Climate Action/Sustainability Plan Intern

Name of organization: City of Milwaukie Sustainability Department

Type of organization: Government

Link to organization’s website: milwaukieoregon.gov

INTERNSHIP DESCRIPTION

The City of Milwaukie Sustainability Department is seeking a motivated intern with excellent analytical and writing skills. Intern should possess a passion for sustainability to assist Sustainability Director with drafting the City’s first Climate Action Plan or a revised City Sustainability Plan. The intern may also provide administrative and outreach support for the Sustainability Department. Said tasks may include, but are not limited to:

• Entry and analysis of energy consumption and billing data.
• Assess current sustainability/climate action practices.
• Greenhouse gas inventory data gathering and analysis.
• Conduct interviews with stakeholders to develop plan strategies.
• Research climate and sustainability plan background and strategies.
• Assist Sustainability Director in assessing effectives of plan strategies. Develop and help implement strategies.
• Draft climate action plan or sustainability plan based on City Council and Sustainability Director guidance and supervision.
• Help communicate progress with City Council, staff, and the public.

Internship location: City of Milwaukie Johnson Creek Campus, 6101 SE Johnson Creek Boulevard, Milwaukie, OR 97206

Additional responsibilities may include:

• Assisting Sustainability Director in the creation and deployment of engagement efforts
• Assisting in event tabling related climate change, solar, and other sustainability efforts
- Assisting with grant research and resulting applications
- Energy consumption and implementing operational revision process GIS mapping
- Assisting with City’s Strategic Energy Management Program with the Energy Trust of Oregon

**Learning outcomes:**
- Data gathering, analyses, strategic planning, writing, and implementation skills as it relates to a climate action or sustainability program
- Comprehensive knowledge of sustainable city and facilities management practices
- Professionalism in a local government environment as it relates to public communication over e-mail, phone, City events, tabling events, neighborhood association meetings, committee meetings, and City Council meetings, etcetera.
- Experience in working for a local government and government in general
- Public speaking, presentation, and staff report skills in a local government body

**Required skills and experience:**
- Interest in and familiarity with climate change and urban sustainability and/or environmental justice issues
- Intermediate to advanced user of Microsoft Office Suite, including Excel and PowerPoint
- Strong writing, research and analytic skills
- Experience with community engagement/meeting facilitation
- Self-starter
- Attendance excellence, ability to spend at least 6 hours a week at City office

**Additional preferred qualifications:**
- Experience with ArcGIS
- Interest in building technologies, facilities management, data management, energy efficiency, and sustainable business practices is desired.

**Preferred student level and/or major:**
A graduate student is preferred. Undergraduate students of junior or senior standing with significant relevant skills and experience may also apply.

**Major or fields of study:** A student seeking a master’s degree in natural resources, urban planning, economics, public policy or related fields is preferred.

**Duration of internship:** 4 academic terms (Winter 2017-Fall 2017)
**Time Commitment per week/per term:** 12 hours per week; 11 weeks per term for a total of 132 hours per term. The last day of the internship will be December 8, 2017.

**Application Deadline:** Review of applications will begin immediately. Open until finalists are selected. For best consideration, submit your application no later than February 1, 2017.

**Desired start date:** late January / early February 2017

**Compensation:** Graduate students: $1600 per term; Undergraduate students: $1300 per term. (Stipend will be prorated to reflect the day and month that you begin the internship).

**Application:** This position requires current enrollment as a PSU student and enrollment for the duration of the internship. To confirm that you are formally admitted and enrolled, please email your full name and student ID to internships@pdx.edu. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.

This program is a partnership between the City of Milwaukie and the Institute for Sustainable Solutions to advance the work of the Milwaukie Climate Action/Sustainability Plan.

Funding for the Climate Action Interns is made possible by generous donations to the [Sustainability Internship Program](#) to support student career pathways in sustainability.