

SOUTH BEND OFFICE OF SUSTAINABILITY
SUSTAINABILITY AND ENERGY INTERNSHIP DESCRIPTION
FALL 2015

Overview: The **City of South Bend's Office of Sustainability** works with City departments, residents, and businesses, as well as regional, state, and national partners to develop and implement the South Bend Strategic Sustainability Plan and other sustainability initiatives.

This internship position supports on-going efforts to 1) decrease South Bend's energy use and 2) educate city staff and the public on a range of sustainability and energy topics. The intern will play a key role in energy data management and analysis, as well as in outreach and communication activities.

This is an hourly paid position at a rate of \$10-12/hr., depending on experience. Benefits are not available. This position reports to the Sustainability Director, with some tasks directed by the Sustainability Coordinator.

Qualifications: Well-rounded graduate or undergraduate student or recent graduate. Business, communications, energy studies, environmental science, sustainability, public policy, architecture/landscape architecture, or engineering degree programs are of particular interest. Must have demonstrated quantitative and spreadsheet management skills. Must be a strong writer and experienced social media user. Ability to conduct on-line research and summarize findings for a variety of audiences is essential.

Hours: 10-15 hours between September and December, 2015. Schedule is flexible. Intern may be required to attend some evening or weekend events.

Duties:

- Track and report energy use data from city facilities using MS Excel and web-based software.
- Analyze energy use data for billing errors, energy rate issues, and opportunities for efficiency or cost savings.
- Perform research for energy, vehicle fleet, and sustainability projects.
- Prepare formal and informal summaries and recommendations for energy, vehicle fleet, and sustainability projects.
- Provide support to Office committees and partners such as the Green Ribbon Commission, volunteer groups, working groups.
- Help manage and develop content for Office website, Facebook, Twitter, and e-newsletter.
- Assist with the development and distribution of educational and press materials including printed materials, informational graphics, poster displays, and/or presentations.
- Host informational & outreach tables at city-wide events.
- Work professionally with other city departments and the public.
- Serve as an ambassador of the Office of Sustainability and the City of South Bend.

To apply for an internship please complete the attached application and email it along with a resume to sustainability@southbendin.gov by Friday, August 28, 2015. Interviews will be conducted with top candidates. Decisions will be made within two weeks of application deadline.

Employment is contingent on a negative drug screen.

CITY OF SOUTH BEND OFFICE OF SUSTAINABILITY
INTERNSHIP APPLICATION

Personal Information

Name (First and Last)	Click here to enter text.
Email Address	Click here to enter text.
Phone Number	Click here to enter text.
Major/Degree Program	Click here to enter text.
Year in Program	Click here to enter text.
Preferred Internship Start/End Dates	Click here to enter text.

Short Answer Questions (Max 200 words each):

1. What sustainability/environmental groups or classes are you currently a part of or have been in the past, if any? *(Applicants without direct experience will still be considered)*
Click here to enter text.
2. Please describe how your educational, work, or extracurricular experiences would benefit the City of South Bend in this specific position.
Click here to enter text.
3. What area of sustainability is the most interesting/exciting to you and why? *(Does not need to be internship topic)*
Click here to enter text.

To Submit: Send your application with a resume to sustainability@southbendin.gov.