



Office of Sustainability and Performance Management – Sustainability Intern

Dates: May 1, 2019 – April 30, 2020 (flexible)

Hours: 15 - 20 hours per week (flexible)

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 – Wednesday, April 24, 2019

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 in the Executive Office and support a variety of job duties. The intern will be assigned projects within the scope of the four categories listed below and may be assigned additional relevant tasks as needed. There may also be an opportunity for the intern to complete projects within specific areas of interest.

- **COMMUNICATIONS AND ENGAGEMENT** - The intern will help with sustainability communications and engagement including web site updates, press releases, social media, newsletter development and other methods of communicating and promoting the City's commitment to and progress on sustainability. The intern will also be responsible for cultivating relationships with other organizations and partners in the community on a variety of sustainability topics, with a focus on partners serving communities of color and low income communities.
- **ENVIRONMENTAL SUSTAINABILITY** – The intern will assist with continued collaboration with Local First to promote and apply for the Good for Michigan program's Quick Impact Assessment (QIA), similar to a B-Corp assessment. Additional projects will help continue the City's ability to achieve gold status in the Michigan Green Communities Annual award competition.
- **ENERGY AND SUSTAINABILITY POLICY** – The intern will research policy options to support increased energy efficiency and renewable energy as well as other sustainability policies. The intern may also draft ordinance language for energy or sustainability initiatives, specifically those that align with and support the Zero Cities Initiative.
- **RESEARCH** – The intern will research sustainability innovations and best practices, which will include researching other municipalities, leading organizations working on sustainability in the municipal arena as well as in general and staying abreast of new sustainability developments to help support the City of Grand Rapids remaining a leader in sustainability. This research will also include benchmarking the City's performance in key areas against other municipalities and businesses.
- **WASTE** – The intern will assist with implementing a zero waste pilot program within a specified City building. This will allow for an assessment of City waste practices across multiple municipal buildings.
- **PERFORMANCE MANAGEMENT** - The intern will help collect, synthesize and analyze performance management metrics from across the City organization in alignment with the City's recently adopted [Strategic Plan](#).

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
- Good relationship 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
- Experience with web site or social media content development preferred

WORK HOURS:

Once hired, a work schedule will be determined based on the intern's availability. Interns are required to work at least 16 of the 20 hours in the office and are allowed up to 4 hours of off-site work per week if desired. The Office is looking for an intern that can commit to a year, but is willing to consider applicants that work for at least six months.