2015 Office of Sustainability Summer Internship Position Descriptions

Below you will find the available unpaid internships positions for the summer of 2015 with the City of Evanston Office of Sustainability. With questions or concerns please email sustainability@cityofevanston.org. Applications must be submitted by Friday, April 24th at 8:00 AM. Applications can be found by clicking HERE or by visiting the City’s sustainability website HERE.

Hours and Internship Duration:
If selected for any of the below positions interns must be available to work for at least 8 weeks throughout the summer of 2015. Interns are required to commit a minimum of 10-15 hours a week for the duration of the internship position. The earliest available start date is May 11th, 2015 with later start dates available upon request.

1. Livability & Shopping Bag Ordinance Implementation (two positions)

Desired Qualifications:
Ability and desire to conduct both detail oriented research and run community outreach events. Ideal applicants will have a strong attention to detail, developed research skills, are organized and competent in the Microsoft suite including, but not limited to Word, Excel and PowerPoint. Applicants should be comfortable working independently on research topics as well as comfortable staffing outreach booths at community events. Strong interpersonal skills are desired because the interns will be asked to staff outreach booths at various community events.

Position Overview:
The Office of Sustainability is tasked with coordinating with other City departments to implement the City’s vision of becoming the “Most Livable City.” Work towards this goal is far reaching and involves a variety of different tasks including policy research, policy proposals and development of internal memos relating to livability policies. In addition, these two positions will support the hands on outreach needed to implement the City’s disposable shopping bag ordinance which will take affect August 1st, 2015.

Duties:
- Using the STAR Communities framework review existing City policies and develop draft language for new livability policies
- Work with Sustainability staff to develop shopping bag ordinance outreach materials, both written and digital
- Conduct outreach at events throughout the summer at numerous locations within the City
• Assist in promoting the City’s soon to launch share-a-bag program and plastic film drop-off program

2. Communications and Outreach (one position)

Desired Qualifications:
Strong writer and experienced social media user who is interested in and excited about Sustainability. Majors in English, Journalism, or Communications preferred or demonstrated experience in writing such as contributions to other websites, blogs, or been published previously (paid or unpaid). We do request that applicants for this position have experience with their own social media accounts, particularly Twitter, or have experience managing another organization’s Twitter account. Applicants must be competent in the Microsoft suite including, but not limited to Word, Excel and PowerPoint.

Position Overview:
The Sustainability Manager is responsible for ongoing communication with City Staff and the Evanston community regarding sustainability projects and programs in Evanston. The internship position will take the lead in the development and distribution of some of that communication over the summer. This intern will mostly work from the Evanston Civic Center and closely with and under the direction of the Sustainability Manager. Training will be provided for updating the City’s website.

Duties:
• Develop weekly content for sustainability messaging on the City’s web and social media outlets, working in conjunction with the Citizen Engagement Division, and other intern teams to promote real-time information to the community. Includes writing articles for City’s weekly newsletter (30,000 distribution).
• Focus specifically on growing our Twitter presence through targeted campaigns and developing Twitter specific content for the Office of Sustainability.
• Develop monthly content for Sustainability newsletters to promote and communicate the city’s sustainability news to be distributed to over 1000 e-mail accounts in the City’s Sustainability Newsletter Group.
• Manage updates to the City’s Sustainability Webpages including Sustainability page on City’s website (www.cityofevanston.org/sustainability) and separate sustainability Blog Green Buzz (www.evanstongreenbuzz.org).
• Develop contact lists for the Office of Sustainability to aid in distributing content to specific groups and organizations within the Evanston community.

3. Recycling Pilot Implementation (one position)

Desired Qualifications:
Creative and practical individual with interest in exploring the functional, practical and/or policy aspects of enhancing recycling and waste reduction in Evanston. Political science, social policy and communications backgrounds are of particular interest. Must be comfortable conducting
site visits, making phones calls and speaking publicly. Applicants must be competent in the Microsoft suite including, but not limited to Word, Excel and PowerPoint.

**Position Overview:**
Evanston has a long track record of promoting best practices in recycling and waste reduction and has several on-going efforts to increase Evanston’s waste diversion rate. Current projects include supporting and expanding recycling access at multi-family buildings and commercial buildings in Evanston. The City facilitates recycling and waste reduction through on-going education and outreach and specific recycling services and programs. This internships position will assist with a wide variety of recycling and waste reduction projects including policy, planning, program development and education and outreach.

**Duties:**
- Support on-going multi-family recycling program through coordination of meetings with selected property managers and deployment of recycling enhancement education materials and supplies.
- Assist in expanding the database of multi-family residences that are participants in the recycling program.
- Schedule site visits and waste audits with area property managers and conduct those audits and site visits. Follow-up as appropriate.
- Compile a database of commercial businesses and properties to target for enhanced recycling offers.
- Help improve and enhance recycling and waste reduction efforts at City facilities and properties including assessment of existing recycling containers and signage for co-mingled recycling and feasibility study on collection programs for other waste streams (electronics, etc).
- Develop content and help with the update of the City’s website information for recycling and waste diversion strategies.

4. **Bicycle Programs Outreach (one position)**

**Desired Qualifications:**
Strong organizational skills and ability to manage multiple tasks are a necessity for this position. Willingness to take initiative and work as a team member. Applicants should be comfortable with public speaking. Applicants must be competent in the Microsoft suite including, but not limited to Word, Excel and PowerPoint.

**Position Overview:**
This position will work alongside the City’s Bike Programs Coordinator in the City Manager’s Office to help implement the 2015 Bike Outreach and Education Plan – Let’s Roll Together. The position will include assisting with marketing and outreach efforts to promote bicycling and reduce unsafe bicycling behaviors. The position will also assist with coordinating outreach
communications including website, email, phone and face-to-face interaction with business partners, organizational stakeholders, and the public.

Duties:
- Assist in the planning, development and execution of special events.
- Work with members of the internal bike programs technical advisory committee.
- Work with local employers and commuters to encourage them to participate in bike-to-work week.
- Prepare and distribute reports, correspondence, brochures, flyers, newsletters, and other materials as needed.
- Coordinate volunteers at various community events.
- Attend community events and staff booths.
- Measure and document program efforts and results.
- Attend ward meetings or of citizen groups to promote transportation options.
- Attend meetings with or in place of Bike Program Coordinator

5. Community Forestry Intern (one position)

Desired Qualifications:
Strong organizational skills and ability to manage multiple tasks are a necessity for this position. Willingness to take initiative and work as a team member. Applicants should be comfortable both working in an office environment as doing weekly hands on forestry work including mulching, watering and other basic tree care (with supervision and training). An interest in learning about the urban forestry canopy and tree care is preferred.

Position Overview:
This position will work directly with Office of Sustainability staff and occasionally with Division of Forestry staff. The intern will primarily be focused on strengthening and developing the already existing outreach arm of the City’s forestry initiatives. This will include working with the Evanston TreeKeepers to support their projects and to explore ways to more broadly grow community participation in tree care. This position will involve both hands on in the “field” work as well as office work and being comfortable speaking publicly.

Duties:
- Participate in one half day a week of direct tree care (with supervision and training)
- Prepare outreach materials for the I Heart Evanston Trees Art Contest
- Research methods and best practices for public tree watering strategies
- Update current outreach materials for the Division of Forestry
- Attend outreach events to provide support and information about Evanston’s urban forest
- Identify potential service groups in Evanston that could partner with the City and Evanston TreeKeepers to do tree care work days