



## **Student Internship**

Minneapolis Sustainability

### **Applications due April 9<sup>th</sup>, 5 pm**

The Minneapolis Sustainability Office is seeking to fill a part-time paid internship position to assist with climate action planning, updating environmental indicators, and research beginning in April of 2013. This position will support the work of the Program Coordinator and Sustainability Director.

Responsibilities will include conducting case study research, preparing written and graphic materials for public and technical audiences, assisting with meeting logistics and facilitation, updating and building the Sustainability website, and other duties as assigned. Key projects for 2013 include finalizing and implementing the City's Climate Action Plan, planning climate adaptation workshops and participating in the bi-annual update of the City's Sustainability Indicators.

The ideal candidate will have familiarity with climate change and urban sustainability issues, strong writing, research and analytic skills, and experience with web content management systems. Proficiency with Microsoft Word, Excel and Powerpoint are essential, and experience with ArcGIS is preferred. A student seeking a master's degree in natural resources, urban planning, public policy or related fields is preferred.

The Minneapolis Sustainability Office is responsible for tracking the City's progress on established sustainability metrics, advancing sustainability policy initiatives, pursuing and managing partnerships on environmental initiatives, and staffing the City's Community Environmental Advisory Commission. Work is fast-paced, and includes a variety of topics from across the spectrum of urban sustainability. Sustainability Office staff support the City's vision to become a more sustainable, equitable, and thriving community.

To apply, send a resume and cover letter to [brendon.slotterback@minneapolismn.gov](mailto:brendon.slotterback@minneapolismn.gov) by 5 pm, April 9<sup>th</sup>. Find more information about Minneapolis Sustainability at <http://www.minneapolismn.gov/sustainability>.