



Student Internship

Minneapolis Sustainability

Applications due June 13th, 5 pm

The Minneapolis Sustainability Office is seeking to fill a part-time paid internship position (25-40 hours per week) to assist with all aspects of environmental policy beginning in June of 2014. This position will support the work of the Program Coordinators and Sustainability Director. The duration of the position will be one year.

Responsibilities will include conducting case study research, preparing written and graphic materials for public and technical audiences, assisting with meeting logistics and facilitation, maintaining and upgrading the Sustainability website, and other duties as assigned. Key projects for 2014 include the bi-annual update of the City's Sustainability Indicators and projects associated with the city's Homegrown Initiative to promote healthy, local food.

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 and web content management is preferred. A student seeking a master's degree in natural resources, urban planning, public health, 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 and Food Policy Council. 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 by 5 pm, June 13th. Find more information about Minneapolis Sustainability at <http://www.minneapolismn.gov/sustainability>.