



Student Internship – Climate, Energy, and Environment 2015-2016

Minneapolis Sustainability

Applications due August 7th, 5 pm

The Minneapolis Sustainability Office is seeking to fill a part-time paid internship position (15-20 hours per week) to assist with all aspects of environmental policy beginning in September of 2015. This position will support the work of 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 2015-2016 include the an update of environmental indicators that are part of the City's Community Indicators, production of the quarterly Sustainability Newsletter, and support of other key projects like the Minneapolis Clean Energy Partnership and Green Zones policy development.

The ideal candidate will have familiarity with climate change and urban sustainability and/or environmental justice issues, strong writing, research and analytic skills, and experience with community engagement/meeting facilitation and 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, Food Policy Council, Clean Energy Partnership and Energy Vision Advisory Committee. 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, August 7th. Find more information about Minneapolis Sustainability at <http://www.minneapolismn.gov/sustainability>.