



Office of Sustainability – Sustainability Intern

Dates: September 18, 2023 – May 3, 2023

Hours: 15 hours per week

Compensation: \$20 – \$22 per hour

Location: City Hall – 300 Monroe Ave NW, Suite 480

Reports To: Annabelle Wilkinson, Environmental and Climate Justice Specialist

Deadline to Apply – Monday, July 31, 2022

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 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 opportunity for the intern to complete projects within specific areas of interest.

- **ENERGY** – The intern will communicate with utilities and City departments for energy data collection and data analysis. The intern will assist with updating energy inventories for City operations through Energy Star Portfolio Manager and other tools and platforms. Energy totals and GHG inventories will also be updated periodically. The intern will continue the City's participation in [Michigan Battle of the Buildings](#) and the [Grand Rapids 2030 District](#). The intern will also help research different energy efficiency and carbon reduction practices.
- **ENVIRONMENTAL SUSTAINABILITY** – The intern will assist with disclosing environmental data through [CDP](#), a benchmarking platform for local government's climate action efforts. The intern will also help advance initiatives under and complete the [Michigan Green Communities](#) annual award competition.
- **CLIMATE JUSTICE** - The intern will be exposed to climate justice initiatives, such as Policies and Programs for Equitable, Healthy & Zero Carbon Buildings ([E.H.Zero](#)), the City's Climate Action and Adaptation Plan, as well as key community partners such as the Community Collaboration on Climate Change ([C4](#)).
- **COMMUNICATION** - The intern will help draft communications about environmental sustainability and climate justice, including the Office of Sustainability monthly newsletter, web site updates and social media posts. The intern will also help create effective presentations on sustainability.

REQUIRED SKILLS & QUALIFICATIONS:

- Graduate student preferred (at a minimum, completion of sophomore year of undergraduate degree)
- Proficient in Microsoft Excel (equations, graph generation, pivot tables)
- Excellent written and oral communication skills
- Ability to conduct thorough research that is professionally formatted
- Attention to detail with developed organizational skills and ability to handle multiple projects
- Passion for equitable community engagement
- Professional etiquette – punctual, reliable, respectful
- Aligned with City of Grand Rapids values – accountability, equity, collaboration, innovation, customer service, sustainability

WORK HOURS:

City Hall is open 8:00 am to 5:00 pm Monday through Friday. Once hired, a work schedule will be determined based on the intern's availability. Interns are expected to work 15 hours a week.