



Internship Description

TITLE: Climate Commitment Intern

DEPARTMENT: Comprehensive Planning and Sustainability

SALARY: \$14/Hour

HOURS: Flexible, full time preferred

POSITION DATES: July 2015 – December 2015

OVERALL OBJECTIVE

To work with the Senior Environmental Planner to support community outreach and engagement activities related to the release of the city's next generation Climate Action Strategy.

DUTIES AND RESPONSIBILITIES

- Coordinate the scheduling and logistics for presentations and briefing materials to a diverse set of organizations and constituencies across the community.
- Assist with the development of presentation materials.
- Capture feedback and document outreach and engagement activities including: written notes, audio recordings, video recordings, photographs
- Coordinate volunteer support, especially student volunteers, in conducting additional information dissemination.
- Coordinate follow up in response to queries for additional information, clarification or documentation of feedback and recommendations arising out of engagement activities.
- Conduct research related to further refinement of the climate commitment strategy.
- Provide additional support to related initiatives when available including energy programs and zero waste programs.
- Assist in the development and management of web-based engagement opportunities.

- Assist in the refinement of success metrics and associated data gathering and management activities.
- Other duties as assigned to support of the Climate Commitment

REQUIRED QUALIFICATIONS AND SKILLS

- Undergraduate, recently graduated or graduate student
- Minimum 3.0 GPA
- Demonstrated knowledge of climate, energy and associated policy issues
- Knowledge with Microsoft Office programs, especially Microsoft Excel
- Exemplary people skills, and written and oral communication skills
- Strong time management skills; ability to manage multiple projects at once and meet deadlines
- Demonstrated ability to manage volunteers
- Ability to compile, organize and analyze diverse data sets
- Ability to engage a variety of stakeholders with diverse viewpoints
- An independent, proactive attitude and ability to work well alone or as part of a team
- Willingness and ability to work occasional evening and weekend hours as requested

DESIRED QUALIFICATIONS

- Experience implementing or supporting environmental initiatives
- Experience working in an educator or coordinator role
- Experience managing work teams or volunteers
- Academic or applied experience in climate and energy related issues

APPLICATION INSTRUCTIONS

Please address your related skills and experience in a cover letter and resume, including two references and send your application materials by **5pm May 15** to:

City of Boulder

Attn: Sara Easton

eastons@bouldercolorado.gov

For more information on what we do, please visit <https://bouldercolorado.gov/climate>.