

City of Reading Job Description: Sustainability Intern

POSITION:	Sustainability Intern	POSTING DATE:	November 1, 2019
DEPARTMENT:	Public Works/Sustainability & Solid Waste	TERM:	Spring 2020
SCHEDULE:	Mon-Fri 7:00-3:30; some evenings/weekends possible	PAY:	\$10.00/hr Up to 20 hr/week

Qualified, interested candidates must **submit a current resume, cover letter, and transcript** to the Sustainability & Solid Waste Manager at Kevin.Lugo@ReadingPA.gov

The purpose of this internship is to give students an opportunity to gain real-world experience and develop their skills, contribute to the local community, and expose them to the important work of local government. The City hopes this internship will inspire students to become leaders in the community and even consider public service in the future.

POSITION SUMMARY:

The sustainability intern will support the division's efforts to develop, implement, and evaluate sustainability plans and initiatives throughout the City of Reading. Specific tasks will be dependent upon the skills and availability of the intern – focused areas could include GIS, data analysis, research, outreach, etc. Responsibilities may include:

- Assist the City with key sustainability metrics including LEED for Cities and GHG Inventory
 - Collect data on existing energy use, water consumption, and other metrics
 - Develop data collection methodologies and tracking systems
- Assist the City in developing a comprehensive sustainability plan
 - Make the case for Reading: Why invest in sustainability?
 - Research sustainability plans and developing best-practices reports
 - Develop outreach materials and programs for community engagement
- General Program Support
 - Assisting the Education & Outreach Coordinator with various outreach projects
 - Develop reports and analyze data, field work and geocoding a possibility

MINIMUM QUALIFICATIONS:

- Current student or recent graduate of an accredited higher education institution studying engineering, environmental science, sustainability, economics, or a related field.
- Strong interpersonal and organizational skills; attention to detail
- Strong work ethic and positive outlook
- Ability to work and manage time independently with minimal supervision
- Eagerness and willingness to learn in a professional environment
- Proficiency in Microsoft PowerPoint, Word, and Excel

PREFERRED QUALIFICATIONS:

- First-year graduate student or undergraduate student in their Junior or Senior years. Local students strongly encouraged.
- Experience performing research, data collection & organization, data analysis
- Knowledge of one or more concepts in sustainability a major plus: *Energy, Water, Transportation, Waste, and Quality of Life.*
- Interest in/commitment to improving the City of Reading