



Sustainability Intern(s)
Part-Time; \$14.00 - \$17.50/hour
Hourly rate commensurate with experience



The City of Baltimore Department of Planning Office of Sustainability serves as a resource, a catalyst, and an advocate for a healthy, resilient Baltimore. The Office offers innovative, sustainable solutions to Baltimore's opportunities and challenges while engaging people throughout the city, region, and country. The Baltimore Office of Sustainability (BoS) focuses on energy efficiency, renewable energy, waste reduction, recycling, composting, clean air, clean water, local, sustainable food systems, education, outreach and alternative transportation - all in support of environmental justice and social equity.

We are currently seeking up to two part-time interns to work with us (5-16 hours/week) this fall on two (2) separate projects within the division. The following intern positions will be fully remote. The number of positions offered will be dependent on funding for these projects.

Sustainability STATS Data and Metrics Project

The Sustainability Data and Metrics Intern will support the implementation of the new Sustainability Transparency and Accountability Tracking System (STATS) database, which will be used to track implementation of the Baltimore Sustainability Plan and other BoS plans and programs. The intern will be expected to devote 12 to 16 hours per week (approximately 160 total hours) to the project through December 2020.

ESSENTIAL RESPONSIBILITIES

- Coordinate with Sustainability Plan topic leads on the gathering and entry of data related to strategies, actions, and measures of success, and BoS plans and programs.
- Assist in research and data gathering supporting Sustainability Plan measures of success.
- Assist with testing the reporting and analysis capabilities of the tracking system.
- Prepare a summary report analyzing gaps in data gathering, providing analysis of identified performance measures, and identifying next steps for implementation of STATS.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal, written and research skills.
- Demonstrated organizational skills.
- Willingness to take the initiative and work independently to solve problems or address challenges as they arise.
- A willingness to learn new skills, nimble and a team player.
- Knowledge of Microsoft Excel and Word; experience using Microsoft Teams and Power Apps is desired but not required.

MINIMUM EDUCATION AND EXPERIENCE

- Currently enrolled or recently enrolled (within the last 6 months) in a Bachelor's or Master's program
- The ideal candidate will major in urban or environmental planning, environmental science, public policy, or a related field.

Sustainability Website and Communications Project (*Pending Funding*)

The Sustainability Website and Communications Intern will support the effort to update the Office of Sustainability's website and assist with BoS communications and social media. Pending funding, the intern will be expected to devote 5 to 10 hours per week to the project through June 2021.

ESSENTIAL RESPONSIBILITIES

- Coordinate with BoS Director and staff to identify website updates to be implemented
- Coordinate with BoS staff to gather and develop website content
- Implement website updates
- Lead website testing
- Assist with BoS social media and newsletter content

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with website development and content management.
- Strong verbal, written, graphic, and editing skills.
- Demonstrated organizational skills.
- Willingness to take the initiative and work independently to solve problems or address challenges as they arise.
- A willingness to learn new skills, nimble and a team player.
- Experience with web software, such as WordPress or equivalent.
- Knowledge of Microsoft Excel and Word; experience using Microsoft Teams and Adobe Creative Suite desired but not required.

MINIMUM EDUCATION AND EXPERIENCE

- Currently enrolled or recently enrolled (within the last 6 months) in a Bachelor's or Master's program
- The ideal candidate will major in web design, web development, graphic design, visual arts, communications, or a related field.

HOW TO APPLY

Qualified individuals must email a **cover letter and resume** to planningjob@baltimorecity.gov. Please specify “**Sustainability Intern**” in the subject line of your email.

Your **cover letter** should specifically address your qualifications relevant to the position(s) you are interested in and must include your response to the following question: “*Why do you feel you are the ideal candidate for this/these position(s)?*”

FOR QUESTIONS ABOUT THIS RECRUITMENT CONTACT:

Department of Planning
Human Resources
410-396-2998 (t)

CLOSING DATE: September 28, 2020

BENEFITS: Not included.

BALTIMORE CITY IS AN EQUAL OPPORTUNITY EMPLOYER

The Department of Planning is committed to maintaining a diverse and inclusive environment. We welcome all applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical and mental disability or any other protected class.