

SUSTAINABILITY AND INNOVATIONS

SUSTAINABILITY INTERN

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TEMP6

The Sustainability and Innovations Intern reports to the Sustainability Coordinator or Sustainability Analyst in the Sustainability and Innovations Unit at the City of Ann Arbor.

Nature of Work: Support implementation and development of sustainability programs within the Office of Sustainability and Innovations, under the supervision of the Sustainability Coordinator and/or the Sustainability Analyst.

Essential Duties include:

- Providing assistance in: conducting background research, data acquisition and analysis, developing communication materials, public engagement support, and updating the City's internal and external sustainability-related materials.
- Provide supplementary staff support to energy and sustainability programs such as the City's Energy Commission, Environmental Commission, and community engagement activities.
- Support other relevant sustainability initiatives within the Sustainability and Innovations unit.
- Perform other related duties as assigned

Required Qualifications:

- Strong interest in sustainability-related topics.
- Proficient in Microsoft Office application suite, including intermediate with PowerPoint.
- Strong verbal and written communication skills.
- Ability to translate complex information into easily accessible formats.

Preferred Qualifications:

- Experience working on urban sustainability-related issues.
- Strong analytical skills.

Work Schedule: The hours of work may vary during the weekdays and may include nights and weekends. Interested candidates will be expected to work up to forty hours per week between mid-April and August. Overall, this is a time-limited position without a guarantee of continuation after August. However, the Office may, in select situations, work with the intern to modify work hours after August so that the individual can continue to work in the Office for shortened hours starting in September.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.
Operating office equipment requiring continuous or repetitive hand/arm movements.
The ability to remain in a sitting position for extended periods of time.