



Regional Environmental Internship Program (REIP) Climate Action Internship Job Description

Updated July 18, 2013

OVERVIEW

USGBC-Missouri Gateway inherited the Regional Environmental Internship Program (REIP) Climate Action Internship program from FOCUS St. Louis in summer 2012. This internship was developed by the FOCUS St. Louis Environmental Sustainability Implementation Committee, which was tasked with implementing the Environmental Sustainability Roadmap: A Toolkit for Local Governments published by Focus St. Louis in 2009. The *Climate Action Internship* is an opportunity for local governments, universities, and non-profits to work together in a cost-effective way to achieve common goals: goals important to each individually and to the St. Louis region as a whole. These include having a meaningful impact on the environment, especially climate change; maximizing energy efficiency, thereby reducing energy costs and extending the life of our energy supplies; building the capabilities of local governments throughout the region; and supporting local educational institutions.

The Climate Action Internship consists of two modules – a Greenhouse Gas Inventory Module and a Climate Action Plan Module. ***USGBC-Missouri Gateway Chapter is currently seeking one full-time intern for fall 2013 to work with one municipality on the Greenhouse Gas Inventory Module.***

The Greenhouse Gas Inventory Module involves conducting a GHG inventory and estimating future GHG emission trends. It is primarily a technical internship. It involves studying energy use in the major sectors of the local government's operations and the major sectors of the community as a whole. Using this data, the intern is able to construct an estimate of the amount of energy used, its cost, and the amount of GHG emitted. In addition, using estimates of future economic, population, and energy intensity trends, the intern is able to construct an estimate of future energy use, energy costs, and GHG emissions.

The Climate Action Plan Module involves working with the local government to set a GHG emissions reduction goal (for both the operations of the local government and for the community as a whole) and to begin development of a plan to achieve the goal. Since GHG emissions primarily result from energy use, identification of GHG abatement opportunities also typically involves identification of opportunities to reduce costs associated with inefficient energy use. The Climate Action Plan Module is primarily administrative. It will involve helping to establish and lead a process to identify and evaluate abatement measures, including those already in place. It will also involve helping to educate municipal staff and officials and conducting community outreach.

INTERN QUALIFICATIONS

The Greenhouse Gas Inventory Module will be of interest to students in technical, engineering, or scientific programs, as well as students in urban planning and environmental programs. It requires a student at the upper-level undergraduate or at the graduate level. The Climate Action Plan Module will be of primary interest to students in policy administration and other similar programs. It requires a student at the graduate level.



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The following qualifications are desired:

- Prior experience working for and knowledge of government, particularly local/city government;
- Experience working in and leading meetings and work groups;
- Experience with issues surrounding energy use, transportation, utilities, and/or solid waste;
- Assertive personality, persistence, and strong people skills critical for working with a variety of city departments and personalities;
- General understanding of the causes, science, and impacts of climate change;
- Basic data manipulation skills; and
- Basic computer skills.

INTERN WORK ACTIVITIES

Each module will involve approximately 480 work hours by the intern (12 weeks at 40 hours per week). If combined the internship modules will involve 960 work hours (24 weeks at 40 hours per week).

Every local government is different and may want to develop custom activities for the internship, however, the following is a model list of activities involved in the two modules of the internship. More detailed information is available in protocols available through the ICLEI website. See the “Sample Work Plan” in ICLEI’s “Greenhouse Gas Inventory Internship Toolkit.”

Greenhouse Gas Inventory Module:

Training on greenhouse gas inventories from ICLEI

What greenhouse gases are and how they relate to climate change

The major sources of GHG emissions

The process of conducting a GHG inventory

How to use CACP2009

Protocols for conducting a GHG inventory

Greenhouse gas emissions inventory and forecast for local government operations

Identify major emission sources – general energy use and non-energy sources

Identify data needed to calculate emissions

Identify where needed data may be obtained in local government

Interact with various departments to obtain data

Community greenhouse gas emissions

Identify major emission sources from energy and non-energy sources

Identify data needed to calculate emissions

Identify where community data is available

Interact with utilities, community agencies, and private organizations to obtain information

Develop strategy for obtaining necessary information



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Develop report.

- Enter data into CACP2009 computer program
- Work with supervisor to analyze results, develop recommendations
- Write report, communicate results to staff
- Develop presentation and present to relevant body (e.g. City Council)

Climate Action Plan Module:

Training on the climate action planning process by ICLEI

- Organizational structures
- Outreach and education
- The planning process and community involvements
- Successful models already in use

Educate and Build Support for initiating action to mitigate/adapt to energy use challenges/climate change

- Work with mentor / supervisor to **identify an energy use/climate change champion** within local government (E.g. sustainability/climate change director, staff green team, citizen environmental committee, etc.)
- Work with mentor / supervisor to **provide education to local government employees and elected officials** about energy use challenges/climate change and the process of mitigation/adaptation.
- Work with mentor / supervisor to identify best opportunities for **educating and supporting community building**, including developing process for community involvement, conducting community involvement and summarizing results.

Climate action plan

- Research existing local government climate action / energy use reduction policies / programs
- Research climate action plans / policies in other local governments
- Identify climate action / energy reduction strategies that may be of use
- Use ICLEI's Climate & Air Pollution Assistant to develop a climate action plan. (For more

information regarding CAPP, see: <http://www.icleiusa.org/tools/cappa/climate-and-air-pollution-planning-assistant-cappa.>)

COMPENSATION

Interns will be paid a total stipend of \$5300 over a four month period (September – December 2013). The stipend will be paid on a monthly basis. It is the expectation that the intern will complete 480 hours of work in order to complete one module of the internship.

TO APPLY

Please send cover letter, resume, and 2 references by Friday, August 9, 2013 to USGBC-Missouri Gateway staff, Emily Andrews at usgbc-mogateway@mobot.org. Only electronic applications will be accepted.