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 Summer and Fall of 2015 to work with one municipality on a Greenhouse Gas Inventory (Summer) and Phase 2 Climate Action Plan (Fall). Though the internship is described as two modules, it is a single six to seven-month opportunity.

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.

Being a Phase 2 internship, it involves working with a local government that has already conducted a greenhouse gas inventory and developed a climate action/energy conservation plan. Thus, it is more complex than a Phase 1 internship, because it involves assessing and evaluating the local government’s
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progress in reducing energy consumption and greenhouse gases since the first inventory & plan, analyzing successes and difficulties, and recommending a Phase 2 energy conservation/climate action plan based on that information.

**INTERN QUALIFICATIONS**

Though organized into two modules, this internship opportunity is a single 6 to 7-month experience. It will be of interest to students in urban planning and environmental programs, as well as students in technical, engineering, or scientific programs. It requires a graduate level student.

The following qualifications are desired:

- Prior experience working for and knowledge of government, particularly local/city government;
- Experience, training, or interest in policy program analysis;
- Experience working in and leading meetings and work groups;
- Experience or training with issues surrounding climate change, energy use, transportation, utilities, and/or solid waste;
- Self-motivated, 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**

The internship is expected to be a full-time six – seven month commitment of 30-40 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. Interested parties may also review a “Sample Work Plan” in ICLEI’s “Greenhouse Gas Inventory Internship Toolkit,” however it is for a Phase 1 internship and may not include activities that are likely be a part of this internship experience.

**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

Previous greenhouse gas emissions inventory:
- Obtain and review previous greenhouse gas inventory
- Familiarize yourself with the major results of the previous greenhouse gas inventory
- Familiarize yourself with the methods of the previous inventory
- Identify any methods that need to be changed or updated for the current inventory
- Identify faults with the previous inventory that should be corrected in this one
- Familiarize yourself with the obstacles encountered in conducting the previous 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
- Maintain comparability to the previous inventory

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
- Maintain comparability to the previous inventory

Develop report.
- Enter data into CACP2009 computer program
- Work with supervisor to analyze results, develop recommendations
  - Analyze the major sources of emissions within major emitting sectors
  - Analyze differences between this inventory and the previous one
  - Analyze the causes of any differences that may exist
  - Analyze the relation of differences between inventories and municipal policies
- Write report, communicate results to staff
- Develop presentation and present to relevant body (e.g. City Council)

**Phase 2 Energy Conservation and 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
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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.

Energy Conservation and Climate Action Plan

Develop a thorough understanding of the local government's existing energy conservation and climate action plan

Develop a thorough understanding of the local government's progress in implementing the energy conservation and climate action plan

Develop a thorough understanding of community programs and activities not coordinated by the local government that have impacted energy consumption and greenhouse gas emissions

Develop an understanding of political factors that may affect an energy consumption and climate action plan

Develop an understanding of obstacles that may have prevented or obstructed implementation of energy conservation and climate action policies

Research existing local government climate action / energy use reduction policies / programs

Research energy conservation and climate action plans / policies in other local governments

Identify climate action / energy reduction strategies that may be of use

Considering the above factors, use ICLEI’s Climate & Air Pollution Assistant to develop a Phase 2 Energy Conservation and Climate Action Plan. (For more information regarding CAPPA, see: http://www.icleiusa.org/tools/cappa/climate-and-air-pollution-planning-assistant-cappa.)

Compensation

Interns will be paid a total stipend of $9,500 over a 7 month period (June – December 2015). The stipend will be paid on a monthly basis. It is the expectation that the intern will work full time, between 30 – 40 hours / week.
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**TO APPLY**

Please send cover letter, resume, and 2 references (just contact information, not letters please) by Friday, April 3, 2015 to USGBC-Missouri Gateway staff, Emily Andrews at usgbc-mogateway@mobot.org. Only electronic applications will be accepted.