



City of Binghamton

Student Internship: Climate Action Plan

Position Summary

The City of Binghamton, NY seeks an individual to provide services in the Planning, Housing, and Community Development Department. The Intern will assist the Sustainable Development Planner, along with other City Staff and Community Volunteers, in developing the City's Climate Action Plan (CAP), including evaluating CAP policy & program options, examining operations and services and their associated emissions, researching and writing policies and procedures, and gathering data to update the greenhouse gas inventory. The intern will perform various administrative duties and provides additional support as needed or assigned.

Responsibilities:

- Assist in the development of the City's Climate Action Plan serving as support to the Sustainable Development Planner and the Climate Action Plan Advisory Committee;
- Conducting data analysis to determine the impact of different policy and program options;
- Writing sections of the Climate Action Plan;
- Identify funding sources for implementing GHG reduction and sustainability measures;
- Assist in reporting progress on Climate Action Plan to Committee members for oversight, technical input, and strategic coordination with community efforts;
- Communicate issues to City departments and City Council;

Desired Qualifications:

- Interest in pursuing a career in Planning, Public Policy, Environmental Studies, or other fields related to the topic of the internship;
- College-level work focused in environmental management, urban planning, political science, public administration, or a closely related field;
- Prior experience working for and knowledge of government, particularly local/city government;
- General understanding of the causes, science, and impacts of climate change;
- Basic computer and data manipulation skills;
- Aptitude in all forms of communication (written, oral, graphic and electronic).
- Experience with issues surrounding energy use, transportation, building science, utilities, and/or solid waste;
- Assertive personality, persistence, and strong people skills critical for working with a variety of city departments and personalities;
- Ability to plan, organize and coordinate own work and work without constant supervision;

Additional Internship Details

This is an unpaid internship. The internship will be for the fall semester of 2010. Work days will be Monday through Friday between 9am and 5pm with occasional evening meetings. Total hours for the internship will be no less than 120 hours. The City will accept one or two interns for this project.

Application

To apply, submit a resume and cover letter by 5pm on August 23, 2010 via email to Amelia LoDolce, City of Binghamton Sustainable Development Planner, at anlodolce@cityofbinghamton.com.

For more information, please contact Amelia LoDolce by email (anlodolce@cityofbinghamton.com) or phone (607-772-7028).