City of Grand Rapids Office of Energy & Sustainability
Student Intern
Job Description

Background:
A student internship agreement exists between the City of Grand Rapids and Grand Valley State University. The Office of Energy and Sustainability at the City of Grand Rapids is seeking an intern to assist with various duties and tasks.

The candidate will become a member of the student team currently in place at the City of Grand Rapids. She or he will be required to provide the following responsibilities. Preference will be given to candidates with strong public administration, policy and government background, with strong technical ability and analytical skills. The list is not all inclusive.

Location: Grand Rapids City Hall
Working hours: Up to 20 hrs per week
Compensation: $10 per hour
Duration: Throughout the academic year. Work will continue through the summer terms, if the candidate is available.

Essential Job Functions:

- Working with the Energy and Sustainability Director (supervisor) to prioritize work as necessary related to projects as assigned by the supervisor;
- Discussing and agreeing on project requirements and outcomes with the supervisor and agreeing to the terms of reference for research;
- Drafting documents as directed by the supervisor;
- Ensuring that the City Sustainability Plan and Progress Reports are updated;
- Providing support for and performing analyses for the Sustainability Plan, Transformation Investment Plan, Resiliency, and Climate related strategies;
- Helping to prepare presentations for the Office of Energy and Sustainability;
- Assisting with and presenting information to large groups, such as City Commission and the Executive management staff;
- Researching best practices for potential strategies and plans related to energy management, sustainability, resiliency, and other projects as required;
- Attending webinars and conference calls;
- Maintaining and updating City’s websites www.sustainablegr.org and www.grpartners.org
- Developing content for newsletters and distributing them;
- Creating scripts, and editing of the sustainability related videos and marketing material and promotional documents for the Office, including progress reports, brochures, website updates, newsletters, etc.
Skills/Qualifications Required:

- Basic understanding of guiding principles of sustainability, environmental sciences, and resiliency;
- Strong communication, writing, research, and presentation skills;
- Data analysis and synthesis;
- Word processing/Microsoft programs (Office, Excel, Word, PowerPoint);
- GIS Mapping, Publisher;
- Website maintenance and management, internet, and social media skills (Facebook and Twitter);
- Critical and holistic systems thinking;
- Meeting project milestones and deadlines;
- Research and project management skills with ability to work independently;
- Prefer candidate currently enrolled in a GVSU Graduate Program

How to Apply: Send resume and cover letter to Dr. Haris Alibašić at halibasi@grcity.us and copy Sharon Munski at munskis@gvsu.edu