CIVIC SUSTAINABILITY FELLOW WORK-STUDY INTERNSHIP

Department: Philadelphia’s Office of Sustainability
Title: Civic Sustainability Fellow
Type: Summer internship, 40 hours/week, 8 weeks during Summer 2021
Contact: sustainability@upenn.edu

Civic Sustainability Fellows Program Overview
Penn’s Climate and Sustainability Action Plan 3.0 has an explicit goal to “support the City’s regional sustainability objectives and provide professional development and real-world learning opportunities to Penn students.” Penn’s Civic Sustainability Fellows program addresses this goal by placing undergraduate and graduate research interns in summer jobs with city agencies and non-profit organizations focused on sustainability and social equity. Penn Sustainability provides financial support for internships, and selected academic departments at Penn manage the interns. At the end of their summer internships, the students, along with their supervisor(s) in the partner organization, will present an overview of their work over the summer, what they learned in their positions, and how the projects they worked on can tie back to Penn’s campus sustainability initiatives. Various staff within Facilities and Real Estate Services will serve as points of contact for the intern throughout the duration of the program to help the intern link their work to the office to similar work happening on Penn’s campus.

Position Description
This position is with Philadelphia’s Office of Sustainability (OOS). OOS works with partners to improve quality of life in all Philadelphia neighborhoods, reduce carbon emissions, and prepare Philadelphia for a hotter, wetter future. The Zero Waste team at OOS is working to implement the City’s Zero Waste & Litter Action Plan with the long-term goal of fully eliminating the use of landfills and conventional incinerators in Philadelphia by 2035. This position will assist with tasks including:

Natural Resources Defense Council (NRDC) Food Matters Project (up to 50%):
- Provide general support on various aspects of food waste reduction and diversion projects.
- Take notes at monthly working group meetings.
- Draft content for and help with coordination of food waste reduction messaging campaigns.
- Provide support on Food Waste Restaurant Challenge.
- Provide support on additional related projects as needed.

City-wide Diversion Rate Calculation (up to 25%):
- Compile data regarding current rates of disposal, recycling, and donation for the City’s annual city-wide waste diversion rate calculation. Specific tasks will include:
  - Reaching out to local waste hauling, recycling, and donation entities via email to acquire responses to a waste diversion data survey.
  - Compiling and managing waste diversion data in Microsoft Excel.
  - Calculating the most accurate rates of waste diversion.

General Support (up to 25%):
- General support with Zero Waste-related work, if capacity within the candidate’s workplan allows. Depending on the chosen candidate’s interests, this could include projects such as:
  - Support communications and outreach efforts for Philadelphia’s Plastic Bag Ban.
Support with coordination of Zero Waste Partnership Program, including supporting the University of Pennsylvania as a Zero Waste Partner.

Other tasks as assigned.

Requirements and Qualifications:

- Current federal work study-eligible undergraduate or graduate student at the University of Pennsylvania.
- Demonstrated interest in sustainability, waste management, and working with a municipal agency to help support sustainability programs.
- Must be able to work independently with minimal supervision.
- Strong written and verbal communications skills.
- Strong data management skills.

Details:

One (1) position available for 40 hours/week for 8 weeks in Summer 2021 (June 7 – July 30)

- $14.00 per hour for undergraduate students; $17.00 per hour for graduate students
- Applications due Wednesday, March 31 and will be reviewed on a rolling basis

Students must have work-study award capable of meeting the required hours for the position.

Contact Information:

Interested students should send a cover letter and resume/CV to Elizabeth Main at sustainability@upenn.edu.