



Title: Job Description: **Green Communities – Community Interns**

Location: Western Sierra Nevada Region

Start Date: September – December 2010 (18 weeks)

Type: Paid, Part-time SBC position

Salary: \$15/hour for up to 225 hours, ICLEI- Local Governments for Sustainability – Local Government Operations Protocol (LGOP) Workshop Program attendance

Project Overview:

Sierra Business Council’s Green Communities program is designed to train local government staff to understand and complete the GHG emissions inventory and to train interns in these green job skills. Green Communities is part of a portfolio of programs administered by Pacific Gas and Electric Company (PG&E) using rate payer funds under the auspices of the California Public Utilities Commission. Dependent on funding, subsequent phases will potentially include community-wide inventories and eventually Climate Action Plans for some or all of the participating jurisdictions. Growing awareness of the impacts of global warming on California communities coupled with legislative mandates has created a need for climate action planning; and the baseline GHG emissions inventory is an important first step in a jurisdiction’s climate protection initiative.

The first phase Green Communities program will be initiated and managed by the Sierra Business Council beginning June of 2010. The purpose of the first phase is to assist up to ten local government jurisdictions in the Sierra Nevada to complete greenhouse gas (GHG) emissions inventories over multiple sectors in accordance with the Local Government Operation Protocol (LGOP¹) developed by ICLEI- Local Governments for Sustainability and approved by the California Air Resources Board (CARB). CARB recognizes that local governments are essential partners in achieving California’s goals to reduce greenhouse gas emissions. Many of the proposed measures to reduce greenhouse gas emissions rely on local government actions. In the AB32 scoping plan, CARB recommends a greenhouse gas reduction goal for local governments of 15 percent below today’s levels by 2020 to ensure that their municipal and community-wide emissions match the State’s reduction target.

1 <http://www.icleiusa.org/programs/climate/ghg-protocol/local-government-operations-protocol>

Summary of Position:

There are ten (10) paid positions available for graduate-level students and community members interested in a one-of-a-kind professional opportunity. For the 18 week program, Interns will attend seven training sessions led by ICLEI staff where they will learn how to work with ICLEI's Clean Air and Climate Protection (CACP) software, how to analyze data from various sources related to greenhouse gas emissions, and proper documentation procedures for reporting municipal emissions in California. This course will provide students with an excellent opportunity to gain hands-on experience producing greenhouse gas inventories for local government jurisdictions.

Each intern will assist one jurisdiction in performing the Local Government Operations Emissions Inventory. Interns will work alongside personnel from the jurisdiction who will also be attending the ICLEI training courses. The final deliverable will be a "2005 Local Government Operations Greenhouse Gas Emissions Inventory," detailing the jurisdiction's carbon footprint using graphs, tables, and narratives.

Interns will be expected to attend all workshop sessions, develop relationships with local government staff, and source all data necessary from staff members to build and complete an inventory report, according to the LGOP. Interns will be paid to provide 225 hours total (up to 15 hours of work per week) to complete these tasks.

Essential Functions and Responsibilities:

The tasks to be performed by the Interns include:

- Attend all ICLEI training sessions and webinars
- Meet with jurisdiction staff at least twice a week
- Assist staff in collection of relevant data from jurisdiction
- Analyze and convert relevant data into proper energy units for entry into master data sheet
- Work with CACP software to create emissions inventory for assigned jurisdiction
- Meet all deadlines laid out in the course schedule

Eligibility Requirements:

- MS Office; advanced Excel, data entry, and Word experience
- Quantitative skills
- Strong attention to detail, organizational skills, takes instruction effectively
- Excellent written and communication skills
- Transportation to and from on-site locations at jurisdictional offices and training location
- Valid driver's license and current automobile insurance
- Commitment to 12-15 hours per week to work on inventory (225 total)
- Aptitude for working with deadlines and budget constraints
- Demonstrable experience working both independently, and in a team setting

Desired Skills and Qualifications:

- BA/BS, MS or other certificate in Environmental Studies, Policy, Land Use Planning, Engineering or related degree.
- Experience with climate change policies, greenhouse gas inventories, and/or inventory protocols
- Experience working with local governmental agencies and/or non-profit organizations
- Ability to exercise discretion and independent judgment
- Dedication to a mission driven organization that promotes sustainability in economic, social, and environmental sectors.

To Apply:

To apply for this internship, please send your resume and a cover letter describing your experience via email, **to be received no later than 08/01/2010**.

Potential candidates will be asked to complete an excel proficiency exam and sign an Intern Agreement form to be considered for the position. The Intern Agreement form is available upon request.

Contact Information:

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