



MILWAUKEE
OFFICE OF ENVIRONMENTAL SUSTAINABILITY

Internship Job Description

Position Summary

The intern will work on projects that support the goals of the Office of Environmental Sustainability. The City of Milwaukee's Office of Environmental Sustainability is charged with coordinating efforts to improve the overlapping economic and environmental efficiencies of city government, area businesses and local communities. Several major projects the office is currently involved in are the *Milwaukee Energy Efficiency* (ME²) program and Milwaukee Shines. Past interns have worked on projects such as creating a greenhouse gas inventory for the city, and supporting the development of Milwaukee Shine's Solar Hot Water Business Council. The range of assignments could support any one or more goals of the Office of Environmental Sustainability.

Responsibilities

- Research, become familiar with, and keep up with current best practice sustainability methods within the City of Milwaukee as well as those utilized by other municipal governments
- Stay informed on current energy efficiency, storm water, sustainability and general environmental issues affecting the City of Milwaukee
- Active willingness to support and work on a variety of projects as assigned by the Office of Environmental Sustainability
- Maintain Office of Environmental Sustainability website and direct community inquiries
- Other duties as assigned

Desired Qualifications

- Prior experience working for and knowledge of government, particularly local/city government
- Experience with issues surrounding energy use, transportation, utilities, and/or solid waste
- Assertive personality, 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 computer and data manipulation skills

To Apply

Send resume and cover letter to

Matthew Howard, Director – City of Milwaukee Office of Environmental Sustainability

200 E Wells St. Room 603

Milwaukee, WI 53202

Email: mhoward@milwaukee.gov

Deadline: August 27th, 2010

Dates of Internship: Middle of September – December 31st, 2010

Note: This is a paid internship, with credit available for interns to discuss with respective college or university and opportunity to extend internship into Spring semester.