

USDN 2020 Equity Diversity Inclusion (EDI) Fellowship Program

Overview

The Urban Sustainability Directors Network (USDN) is pleased to offer summer 2020 fellowship opportunities with local governments. Fellows will receive a valuable learning experience while helping local governments advance sustainability and inclusion goals.

2020 fellowships are available with the City of Columbia (MO), the City of Fort Collins (CO), the City of Lawrence and Douglas County (KS), Miami-Dade County (FL), the City of San Diego (CA), and the City of Tempe (AZ). USDN anticipates offering up to two additional fellowship positions in late April or early May. We are accepting applications on a rolling basis, with priority given to applications received by May 8.

In response to the coronavirus pandemic, the 2020 fellowships will be variable and flexible. USDN and host sites will work with selected candidates to identify start and end dates, remote versus in person work status, and part-time versus full-time schedules.



2019 USDN EDI Fellows presenting their work at the USDN Annual Meeting

All fellowship positions include:

- A living wage or higher for the fellowship location
- A flexible employment timeline, with up to 480 hours of work throughout summer (and potentially fall) 2020 (start and end dates TBD by host and fellows)

- The experience of working in a local government sustainability program on a well-defined project that advances a community's sustainability and equity goals
- A project that is inclusive of underserved and under-represented communities and responsive to their needs and priorities
- Mentorship from Desiree Williams Rajee and participation in a national learning cohort of USDN EDI fellows
- Access to all USDN member discussions and products
- Membership in an informal network of past and current EDI fellows

Requirements

Broad requirements for all fellowship projects are listed below. Each local government project also has specific requirements.

- Be passionate about sustainability and/or the environment
- Be new to the sustainability field of work or interested in exploring a career in sustainability
- Have the skills required to match the needs of the projects for which you apply
- Have excellent written and verbal communication skills, including the ability to relate to, communicate with, and learn from racially, ethnically, and socioeconomically diverse communities
- Have experience working with multiple communities, including communities of color
- Have experience considering the impacts of projects on multiple communities, including communities of color
- Commit to working for the entire duration of the fellowship
- Commit to participating actively in the cohort learning and mentoring programs
- Commit to maintaining the privacy of cohort and USDN discussions
- Complete a one-page summary blog post and program evaluation form at the conclusion of the fellowship to reflect on your experience
- Make a presentation on your work to USDN members

To Apply

Applications should be sent to the Urban Sustainability Directors Network at <fellowship@usdn.org>. Please include the name of the community or communities with which you are seeking a fellowship in the email subject line. People of color are encouraged to apply.

Applications should include:

- Completed and signed application form available for download [here](#)
- Current resume

Application review will occur on a rolling basis, with priority given to applications received by May 8. All applicants will be notified of selection decisions.

Thank you for your interest!

USDN Fellowship with the City of Fort Collins, CO Our Climate Future Equity Fellow, Environmental Services

Fellowship Summary

The primary goal of the Our Climate Future Equity Fellow is to support the application of a racial equity lens to the Our Climate Future planning process and the associated outcomes. Staff is piloting the [Government Alliance on Race and Equity \(GARE\) Racial Equity Toolkit](#) in this planning process to assess how proposed strategies do or do not advance racial equity. This tool will be applied to the strategies and tactics, developed in the plan.

Project Background

In 2019 and running through 2020, the City is updating three plans: [Climate Action Plan](#), [Energy Policy](#), and the [Road to Zero Waste Plan](#). These combined planning processes are being conducted together with the goal of providing a seamless and streamlined engagement process for the community, where if a community member or business engages with one plan, they can impact all three. Collectively, these planning updates are being called "[Our Climate Future](#)."

The City is approaching multiple aspects of the planning, goal and strategy development through a racial equity lens to better engage historically underrepresented individuals and groups in Fort Collins, reducing negative impacts and outcomes, while optimizing opportunities that will benefit all Fort Collins community members.

The project is using the concepts of **Big Moves** and **First Moves** to structure the plans. Big Moves are transformational changes which will enable the community to find the most equitable and resilient solutions to becoming carbon neutral by 2050, being powered by 100% renewable electricity and becoming zero waste by 2030. Big Moves may include "what," e.g., carbon neutral buildings, extended producer responsibility for all products entering Fort Collins, or access to transit for all residents, or the "how," e.g., collaborative governance to achieve community goals. First Moves are more specific strategies, steps and sequencing necessary to achieve the Big Moves.

Team Description

The fellow will be a Climate Team member in the Environmental Services Department, which is a part of the City's Sustainability Services Area. This Service Area is also where the organization's equity and inclusion efforts are coordinated. The fellow will also be integrated into the Our Climate Future project teams, including Planning and the Community Engagement teams, and at least one citywide equity and inclusion team. A Climate Team member or other city staff member will accompany the fellow when working with the community and/or provide the appropriate level of support the fellow needs to ensure success.

Job Description and Timeline

Key roles for the fellow include working with staff to execute the main project goals with three associated outcomes; participating in Sustainability, Environmental Services and Climate Team activities while at the City; and providing honest, candid feedback about their experience.

Outcome 1: The EDI Fellow will become familiar with Fort Collins (community and local government), Sustainability Services Area, and the Our Climate Future process.

Strategy:

- Establish interviews/informal conversations with key stakeholders in Fort Collins and the Our Climate Future process
- Become familiar with the project's goals and products to date, including the stakeholder mapping process and engagement themes curated from the first phase entitled "Understanding Community Priorities."
- Join the Our Climate Future Planning and Community Engagement Teams.

Timeframe: 2 weeks and ongoing throughout (Month 1)

Deliverable: Summary of lessons learned and suggested refinements to the overall EDI Fellow scope as a result of the onboarding.

Outcome 2: Working with City staff, support the evaluation of the First Moves from a racial equity lens

Strategy:

- Review GARE's racial equity toolkit and prior applications of the tool, e.g., with the CAP Community Advisory Committee and a local organization's leadership program in 2019, to understand staff and community's reaction and feedback on the tool.
- Working with staff and the community, apply the racial equity toolkit to a subset of the strategies identified as First Moves. Staff's initial goal would be to work with the Fellow to apply the toolkit to 3-5 strategies, but we recognize we are in a learning space and would work with the Fellow to adjust this scope accordingly.
- Synthesize findings from the analysis into a summary report and briefing for the teams.

Timeframe: 8-10 weeks (Months 1-3).

Deliverable: Application of the GARE toolkit to 3-5 strategies; report and briefing prepared on the process and outcomes of the application, including recommendations for future applications as well as how to incorporate the toolkit's outcomes into the final plan document.

Outcome 3: Share lessons learned, feedback, and insights within the City and as appropriate, with the community

Strategy:

- Identify at least three opportunities for the Fellow to share lessons learned and their insights in the community as well as within the organization. These could include a staff report to City Council, a presentation to the City's Executive Leadership Team and/or or the CAP Executive Team.

Timeframe: 1-2 weeks (Month 3)

Deliverable: A summary and/or briefing of the impact of the experience on the fellow, including slides.

Participation in high-level discussions around Climate Policy and approaches will also be part of the fellow's experience. It is expected that the fellow will present their work to the CAP Executive Team which includes the Deputy City Manager; Chief Sustainability Officer; Utilities Executive Director; Chief

Financial Officer; Director of Planning, Development and Transportation; and the Environmental Services Director. In addition, staff will support the fellow in presenting a staff report to City Council to share the purpose and discuss the results of the fellowship.

Required Skills

Successful candidates will be able to demonstrate a combination of the following skills, experiences, and abilities:

- Experience working directly with or living among people from diverse racial, ethnic, and socioeconomic, backgrounds
- Understanding of how people engage differently due to cultural and socioeconomic differences
- Passionate about climate justice, making a difference in communities, and finding collaborative solutions to achieving goals
- Proactively identifies and takes initiative to communicate issues and solve problems
- Ability to communicate by phone, email, or in person in one-to-one or group setting

In addition, the following skillsets and experiences would be beneficial for this position:

- Ability to present to and engage with diverse audiences
- Ability to connect sustainability, environmental issues, and/or climate change to the lived experiences of people of color, disabled, and low-income populations.
- Knowledge of Microsoft Office
- People of color are encouraged to apply
- Bilingual Spanish preferred

Professional Development and Support

Sustainability Services is a very supportive and welcoming environment. The fellow will have a primary supervisor, the Climate Program Manager, who will provide general support and resources available to be successful. Fellow will be provided onboarding and orientation of the organization and City to help develop a network of people with City Departments and community partners. The fellow will also have additional mentoring and training opportunities through the Environmental Services Department, and specifically the City's previous Equity Diversity and Inclusion fellow.

The City anticipates the Fellowship will provide the fellow with many benefits including professional experience working in municipal government, building network of public and non-profit community groups, and an expanded knowledge and experience from being directly involved in the development of a Climate Action Plan and Energy Policy update that has equity as a guiding framework.

Pay Rate and Housing

This fellow will receive a stipend of \$15.00 an hour. While Fort Collins does currently have housing shortages, the organization is well-positioned to assist and help secure lodging for the fellow. The City has a variety of strategies to deploy to help ensure they are housed in a situation that is comfortable and accessible for them, including connecting them with a Homeshare program managed by the nonprofit Neighbor 2 Neighbor; helping secure a summer sublet; and asking staff if they can provide the fellow with a room free of charge.

COVID-19 Response

Due to unforeseen circumstances, the City of Fort Collins Environmental Services Department will develop the best strategy for engaging the Our Climate Future Equity Fellow through online platforms such as Microsoft Teams, Zoom meetings and Skype for Business. The City of Fort Collins and the Urban Sustainability Directors Network will work together to provide any necessary materials for the Fellow that may be required for them to be successful in their role, including everything stated in the **Professional Development and Support** section virtually.