

USDN 2021 Equity Diversity Inclusion (EDI) Fellowship Program

Overview

The Urban Sustainability Directors Network (USDN) is pleased to offer summer 2021 fellowship opportunities with local governments. Fellows will receive a valuable learning experience while helping local governments advance sustainability and inclusion goals.

2021 fellowships are available with the City of Lancaster (PA), Miami-Dade County (FL), the City of Minneapolis (MN), the City of Newark (NJ), and the City of Richmond (VA). We are accepting applications on a rolling basis, with priority given to applications received by April 11.

Fellowships will be fulltime for 12 weeks, beginning in May or June and concluding in August or September. USDN and host sites will work with selected candidates to finalize start and end dates. While all fellows will begin working remotely, some may transition to in person work as safety permits.



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
- Full-time employment for 12 weeks
- 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 April 11. All applicants will be notified of selection decisions.

Thank you for your interest!

USDN Fellowship with the City of Lancaster PA Comprehensive Plan Equity and Community Outreach Fellowship, Community Planning & Economic Development

Fellowship Title

Comprehensive Plan Equity and Community Outreach Fellow

Fellowship Summary

The Comprehensive Plan Equity and Community Outreach Fellow will be directly involved with coordinating and analyzing community outreach activities and producing key deliverables for the City's Comprehensive Plan. Specifically, the Fellow will be tasked with supporting the integration of equity, diversity, inclusion, and accessibility into the 2-year planning process. Throughout the summer, the Fellow may collaborate with a variety of stakeholders, including: staff from multiple departments at the City of Lancaster, two teams of professional planning and engagement consultants, a resident committee, community leaders and stakeholders, and the general public. In collaboration with City staff, the Fellow will also participate in the development and implementation of the communications and public engagement strategy, which the Fellow will have opportunities to assist City Planning staff in presenting to the City's Executive Leadership Team, Planning Commission, and City Council.

Project Background

The City is embarking on its first Comprehensive Plan in 27 years. A comprehensive plan is a City's most important planning document because it sets a framework for critical policies, capital improvements, and physical planning that can have generational impacts. The City's last comprehensive plan was in 1993, and the city has changed substantially since then. It is critical to update the community's vision for growth and development and to ensure City policy is working towards equitable ends.

The goals of the Comprehensive Plan overall include providing policy guidance on physical development and resource distribution; creating a framework to prioritize projects, programs, and initiatives; and strengthening and forming new connections between government, institutions, organizations, and the public. The City is resolute in ensuring that the Comprehensive Plan is rooted in [equity, which has been driven by the Sorace administration's](#) progressive approach to governance and informed by current social movements that have brought equity and inclusion to the forefront of our community dialogue and conscience. This is especially important given the many front-line communities that reside in Lancaster City.

In the short-term, the Planning Bureau, with support and guidance of the City's Department of Neighborhood Engagement (DONE), is forging new norms in planning processes that can be carried forward into other areas of City governance, including: forming a diverse citizen committee to help guide the planning process; using metrics to measure and ensure diversity; utilizing the City's new language-access program to its full capacity; using a state-of-the-art

online public engagement platform; and budgeting for stipends and refreshments to minimize economic barriers to participation. Additionally, there are long-term racial equity benefits related to planning the physical environment such as providing a range of housing and transportation options across the City to accommodate people of all incomes and abilities; determining where capital improvements are made across our community; and accessibility of public spaces, all of which reinforce the importance of a resident-informed Comprehensive Plan.

Team Description

The fellow will work directly with the City's core Comprehensive Plan team on day-to-day operations and participate in all comprehensive-plan staff and consultant meetings. The core project team, which works on the plan on a daily basis, is comprised of members of the Planning Bureau, Department of Neighborhood Engagement, and the City's consultants. The Fellow will attend monthly meetings of the Comprehensive Plan Committee (CPC) - a citizen committee - to report on community feedback and solicit outreach ideas. The Fellow will work most closely with the staff below but will also have direct interactions with executive level staff across city government and non-governmental sectors:

- Douglas Smith, Chief Planner, Planning Bureau (supervisor)
- Emma Hamme, Senior Planner, Planning Bureau (assisting supervisor)
- Milzy Carrasco, Director, Department of Neighborhood Engagement (mentor)

Job Description & Timeline

- Lead the ongoing diversity analysis of incoming community input to ensure the City is reaching all demographics of the City (e.g., age, ethnicity, income, geography).
- Assist with planning, marketing, communication, and design of community outreach efforts, including tailor-made strategies for communities with linguistic, economic, logistical, perceptual, or other barriers to participation.
- Assist with analysis/processing of incoming community input.
- Assist with writing, researching, and reviewing the Lancaster Today Report, a summary of changes in Lancaster City from 1993-2020 with a special focus on diversity, equity, and climate change.
- Assist with writing and reviewing a concise report listing new or revised community development objectives that are directly linked to community input; these objectives are the legal basis in Pennsylvania for the City's physical development policies, such as the comprehensive plan, zoning, and land development ordinance.
- Assist with meeting planning and facilitation of the Comprehensive Plan Committee.
- Organize or staff public engagement events.
- Performs related work as required.

Below is an approximate timeline of the Fellow's work plan.

- **June (weeks 1-4)**
 - Connect with all key City staff and community partners to establish rapport.

- Work with the City communications team to bolster social media presence with posts, advertisements, event creation, etc.
- Begin developing process and indicators for evaluating community input to ensure a diversity of voices are being heard.
- Identifying barriers to participation for particular communities and creating specialized outreach plans.
- Begin assisting City staff with CPC meetings.
- Assist with coordinating and staffing in-person events, if health and safety can be assured.
- **July (weeks 5-8)**
 - Continue work with City communications team.
 - Apply process and indicators for evaluating community input and report to City staff and CPC.
 - Read, edit, and provide feedback on drafts of Lancaster Today.
 - Continue assisting City staff with CPC meetings.
 - Assist with coordinating and staffing in-person events, if health and safety can be assured.
 - Enact any special outreach plans.
- **August (weeks 9-12)**
 - Work with consultant and staff to synthesize community feedback to draft the Plan's Goals and Community Development Objectives.
 - Continue work with City communications team.
 - Apply process and indicators for evaluating community input and report to City staff and CPC.
 - Read, edit, and provide feedback on drafts of Lancaster Today.
 - Continue assisting City staff with CPC meetings.
 - Assist with coordinating and staffing in-person events, if health and safety can be assured.

Desired Skills

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

- Knowledge of general urban planning principals or related subject areas such as housing, transportation, environment, social work, government, community or economic development, etc.
- Knowledge of – or ability to develop knowledge of – the local Lancaster City community, including media outlets, social media, influencers; organizations, clubs, teams, and other groups; community events; and high-traffic areas.
- Exceptional reading and writing skills.
- Ability to read, speak, write, and comprehend English.
- Ability to speak and comprehend Spanish is desirable.
- Proven proficiency in the Microsoft (or similar) suite of tools (Word, Excel, Outlook, PowerPoint) is required.

- Ability to perform mathematical calculations, including but not limited to basic arithmetic.
- Ability to prepare and present oral and written reports.

Required Skills

- Proven ability to work as part of a team and to collaborate successfully with others.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to commit to excellence in service and to continuous improvement.
- Proven ability to work with and treat with respect people of diverse cultural, ethnic, and social backgrounds.

Education

- Graduation from high school or completion of a GED is required.
- Minimum of four full-time semesters of college coursework or equivalent as determined suitable by hiring selection committee.
- Any equivalent combination of training and experience as determined suitable by hiring selection committee.

Professional Development & Support

Our office is committed to providing a supportive work environment where the Fellow is fully integrated into the team, feels safe to express their ideas and opinions, and looks forward to an exchange of knowledge between all members of the team. The Fellow will have the following opportunities:

- Weekly check-ins with their supervisor.
- Support to meet or connect virtually with community partners and staff with similar interests for informational interviews and mentorship.
- Support to virtually participate in (or attend in-person when feasible) social and professional events with local and national groups and nonprofits to connect and expand their networks.
- Support to connect with members of the office, the County government, other municipal governments, and nonprofit leaders.
- Support to attend events (virtual and/or in-person) as well as explore other opportunities of interest that arise.

Environmental Conditions

- The primary work environment is a climate-controlled office. Most meetings take place online via Zoom or Teams.
- Due to COVID-19, staff has the option to work from home whenever possible.
- Some in-person public engagement efforts may be planned; these are anticipated to be held outside whenever possible.

Compensation

The pay rate will be \$20/hr for 40 hours a week (\$800/week) for 12 weeks.