

## 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 Miami-Dade County, FL Adaptation Planning Fellow, Office of Resilience

## Fellowship Summary

### *Overview the fellow's responsibilities*

The Fellow will work with the Miami-Dade County's Office of Resilience to initiate the process to create an Adaptation Action Area (AAA). AAAs are a policy tool and planning process created by the State of Florida to facilitate stakeholder engagement and resilience work at a community-level scale. To advance our sustainability and equity goals, the project is focused on Little River, an area that has a high concentration of low-income residents and people of color who experience regular flooding from high tides and after rain events. The Fellow will gain an understanding of the physical, social, and economic environment in the County and, specifically, in Little River. Given our current context with COVID-19, much of the Fellow's work will be done remotely until it is feasible to engage in in-person meetings. The Fellow will be a full member of the Office of Resilience's Adaptation team for the course of their Fellowship, meaning they will participate in all group meetings, webinars, chats, and emails.

The Fellow will help craft virtual materials and processes that can be used to launch initial, online engagement with residents. In addition, the Fellow will craft in-person materials to be used when in-person engagement is feasible. If we can begin in-person outreach in summer 2020, the Fellow will assist in all phases of outreach to build the AAA plan with communities, from coordinating with local community-based organizations and municipalities, to organizing and leading workshops. The Fellow will assist with drafting policy and project proposals to increase resilience to flooding and other climate-exacerbated hazards. They will also assist with interdepartmental coordination of policies and projects specific to Little River.

## Project Background

The Little River AAA is part of Miami-Dade County's Sea Level Rise Strategy, a strategy that is currently being completed and includes a short-term key action to "Create Adaptation Action Areas (starting with the Lower Little River) to integrate neighborhood capital improvements, public engagement, and short- and long-term visioning." Other key issues facing the Little River area include, but are not limited to, vulnerable septic systems, lack of affordable/safe housing, poor stormwater drainage and water quality, and economic disparities. The Little River AAA will be the first in a series of AAAs that Miami-Dade County will facilitate over the coming years. This AAA project will set up the County with a process for future AAAs, teach us best practices and limitations, give us visuals and other materials we can refine in the future, and assist us in understanding any additional considerations to include in AAAs that follow. This project is new, but there is a precedent with the [Arch Creek AAA](#) conducted by the Urban Land Institute and partners in 2014. Our Office is also currently working with the University of Miami through their [U-LINK initiative](#) to assist with a new project, called 'Hyper Localism,' that will build into our AAA this summer or fall. Activities have been postponed due to COVID-19 but are expected to resume when it is safe to do so.

## Team Description

The Office of Resilience in Miami-Dade County consists of three teams: Adaptation, Mitigation, and Communications & Outreach. The Fellow will join [the Adaptation team](#) but if they are interested, they can work on projects with the other two teams as time allows. The Adaptation team consists of three full-time staff that focus on climate change adaptation, particularly on [sea level rise](#) and flood risk reduction, outreach, and interdepartmental coordination.

The Fellow will be supervised by Monica Gregory, Adaptation Program Coordinator. Monica has been with the Office for two years and has professional and academic experience in environmental policy, coastal management, and social science. Monica is originally from the Midwest and has worked in Indiana, the Dominican Republic, North and South Carolina, and Florida. Monica will supervise the Fellow by providing the orientation to the Office, setting up recurring weekly check-in meetings, helping the Fellow craft their Fellowship goals for the summer and finalize their work plan accordingly, introducing the Fellow to their network for additional mentorship opportunities, and providing general support to the Fellow for the duration of their time with the Office.

## **Job Description**

### *Scope of Work*

#### Orientation and Networking

The Fellow will begin their work by learning about key initiatives from the Office of Resilience, studying current major projects, and orienting themselves to the concept of AAAs. They will also research the Little River community and compile basic information related to demographics. The Office will make key introductions between County staff and local groups so the Fellow can conduct informal interviews and develop a network with our existing partners. This work may be done remotely until it is feasible to meet in-person. If the opportunity arises and the Fellow is interested in partnership-building, they can focus some of their work on expanding our network and building new partnerships in the Little River community. There may be an opportunity to assist some of our other departments and/or community partners with resilience work related to our current resilience shock, COVID-19, if the Fellow is interested in pursuing that topic. (Month 1)

#### Stakeholder Engagement and Outreach

The Fellow will consolidate existing information about climate and hazard vulnerability as well as economic, environmental, and societal conditions. They will craft a process and materials for virtual engagement, using best practices and innovative ideas from their past experiences and other organizations doing similar work. Working with the Adaptation team, they will assist in creating materials for of interactive and accessible community events that aim to educate, engage, and give tools to local and regional stakeholders to support the AAA planning process and project implementation. If in-person meetings are feasible, the Fellow will help facilitate all aspects of in-person engagement, including organizing, advertising, crafting workshop surveys and materials, and facilitating small group discussions. The Fellow will have opportunities to present at the workshops or through virtual meetings where feasible. (Month 1 & 2)

#### Develop Report of Findings

The Adaptation Team, including the Fellow, will work with a consultant to design a suite of visuals showing green and grey measures specific to the neighborhoods in the AAA. The Fellow will assist with all reviews and provide extensive, productive feedback on designs and content from consultants. Designs will likely go through multiple iterations, so this work will be ongoing throughout the Fellowship. (Months 2, 3, & 4)

#### Final Recommendations

The Fellow will help craft project and policy recommendations for the final adaptation plan in Little River based on their work with the communities. The Fellow will have the opportunity to present recommendations to the office, including senior management staff. (Months 3 & 4)

### *Timeline*

June 1 – September 1 (timing is flexible depending on the Fellow's needs and any complications from COVID-19)

### **Desired Skills**

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

- **Excellent written and verbal communication skills**
- **Proven ability to work independently and through virtual collaboration (such as with Microsoft Teams, Google Suite, or experience with similar software)**
- **Ability to work with racially, ethnically, and socioeconomically diverse audiences in a variety of settings (1-on-1, in small groups, in professional meetings)**
- Desired: Education or experience in urban or community planning and/or community organizing
- Desired: Ability to create visuals using programs like PowerPoint or SketchUp and/or maps using programs like ArcGIS
- Desired: Skills in graphic design or ability to translate technical information from English to Spanish and/or Haitian Creole
- Desired: Due to COVID-19, it is preferred that the candidate is local so they already have established relationships in the community, already have a place where they are living and sheltering-in-place, and can easily switch to in-person meetings and outreach when feasible
- Desired: Due to COVID-19, it is preferred that the candidate has a personal computer or laptop to conduct research, participate in virtual team meetings, draft digital content, etc. from a remote location

### **Professional Development and 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 climate groups and sustainability/environmental nonprofits and to connect with professional groups, like the American Society of Adaptation Professionals, to expand their national 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

### **Pay Rate and Housing**

#### *Pay rate*

Wage Per Hour: \$20.65

### *Housing*

Our Office has many networks, including with universities and student groups that frequently post about short-term housing options. We can connect the student with resources at the University of Miami, Florida International University, and Barry University, among others. We can also connect the Fellow with past and current interns for suggestions on housing. Securing housing will be the Fellow's responsibility but our team is ready to assist. It is preferable that the Fellow already live locally due to the current situation with COVID-19.