

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 Miami-Dade County FL Heat Resilience Fellowship, Office of Resilience

Fellowship Title

Examining heat and equity: building a foundation for equitable adaptation to and mitigation of extreme heat impacts in Miami-Dade County

Fellowship Summary

Overview of the fellow's responsibilities

The Fellow will work with the Miami-Dade County's Office of Resilience to create a Heat and Equity Toolkit that is centered on increasing resilience to extreme heat events and evaluating their disproportionate impacts on communities in South Florida. To advance our resilience and equity goals, the project will maintain an explicit equity lens and focus on intensive engagement efforts in lower-to-middle income (LMI) and Black, Indigenous and other communities of color which have historically been marginalized and which are expected to experience the strongest impacts from extreme heat now and in the future.

The Fellow will be expected to assist the Office of Resilience to:

1. **Understand the networks** of local partners and key players in the extreme heat space in Miami-Dade County;
2. **Build local partnerships** to support and expand the extreme heat and equity network;
3. **Conduct a gap analysis** to better understand the challenges and opportunities to advance equitable heat adaptation and mitigation work; and
4. **Create a toolkit** that synthesizes tools and resources collected through this engagement to help communities adapt to extreme heat.

This project will build on a successful existing model created during the development of the [Miami-Dade County's Sea Level Rise toolkit](#) and [Sea Level Rise Strategy Hub](#). The Fellow will coordinate and conduct outreach and informational interviews with local community-based organizations, municipalities, educational institutions, and more. Further, the Fellow will have the opportunity to contribute to and participate in the development of broader policy and project proposals related to heat and equity. It is expected that much, if not all, of this work will be conducted remotely using phone or virtual meeting tools in accordance with local health guideline and best safety practices. The Fellow will integrate into the Office of Resilience's Adaptation and Mitigation teams for the course of their Fellowship.

Geographic Location

The Fellowship will be hosted by the Miami-Dade County Office of Resilience, which is physically located in downtown Miami. Due to the current and on-going global pandemic, the Office of Resilience has shifted to a remote-work configuration, with employees working from their homes and communicating using virtual meeting tools (Zoom, WebEx, etc.). It is not

anticipated that a physical workspace will be provided for the Fellow throughout the duration of the Fellowship. It is strongly preferred that the Fellow physically resides in, and has significant experience living in South Florida and has established relationships with local Black, Indigenous, and/or other communities of color.

Project Background

Miami-Dade County's Office of Resilience (OOR) has taken part in several planning projects where extreme heat has been identified as a major issue for local residents, particularly in Low to Moderate Income (LMI), Black, Indigenous, and communities of color. Examples of these efforts include the Miami-Dade County Sea Level Rise Strategy where County staff held workshops and town halls that reached over 500 residents; the [Miami-Dade County Little River Adaptation Action Area project](#) where County staff interviewed over 30 local partners and residents; and the [University of Miami's U-LINK HyperLocalism](#) project where the County heard about residents' most pressing issues, including extreme heat. The County has also conducted a [tree canopy and urban heat island assessment](#) to identify areas that may benefit from additional green infrastructure to reduce heat stress and partnered with GreenLinks Analytics to assess the socioeconomic distribution of energy and utility burdens. Additionally, County partners are conducting assessments and launching campaigns related to urban heat, including the City of Miami and CAPA Strategies who are [mapping hot spots](#) across Miami with citizen scientists; the City of Miami Beach who is [researching urban heat islands](#); and Florida International University/Miami-Dade County/Catalyst Miami who are working on the "[Shading Dade](#)" project which is funded by an environmental education grant from the County. In addition to locally-based initiatives, the County's Office of Resilience is part of the Extreme Heat Resilience Alliance created by the Atlantic Council's Adrienne Arsht-Rockefeller Foundation Resilience Center seeking to draw insights from international partners. Through these previous and ongoing efforts, residents have clearly identified extreme heat as a major issue.

Team Description

The Office of Resilience in Miami-Dade County consists of three teams: Adaptation, Mitigation, and Communications & Outreach. The Fellow will be jointly involved in both the Office's [Mitigation](#) and [Adaptation](#) teams but if they are interested, they can work on and learn more about other projects within the Office as time allows. The Mitigation team consists of four full-time staff that focus on conservation and reduction of natural resources, electricity, and water both within and beyond County Government, as well as mitigation and reduction of greenhouse gas emissions and related impacts. The Adaptation team consists of three full-time staff that focus on climate change adaptation, particularly about [sea level rise](#) and flood risk reduction planning, outreach, and interdepartmental coordination. Extreme heat is strategically positioned as a cross-cutting theme between both teams.

The Fellow will be supervised by Christopher Sanchez, the Resilience Metrics Analyst on the Mitigation Team. Chris has worked in the Office for one year and has many years of professional and academic experience in environmental monitoring, extreme heat mitigation and research, and sustainable and green infrastructure management. Chris is originally from South Florida and has returned after working for several years on related issues in Arizona.

Chris will supervise the Fellow and provide an orientation to Miami-Dade County and the Office of Resilience, set up recurring weekly check-in meetings (or more often, as needed), help the Fellow develop their goals for the summer and finalize their work plan, introduce the Fellow to networks and additional mentorship opportunities, and provide 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, current major projects, and orienting themselves to the key concepts and metrics associated with Extreme Heat and Equity. They will research the historically marginalized LMI and Black, Indigenous, and other people of color communities in Miami and compile basic information related to geography, heat impacts, and 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. The Fellow will be expected to use information gained through networking and engagement to build an iterative portfolio of leads and further inquiries.

Key Outcomes and Strategies

Following orientation, the Fellow will work toward four key outcomes. The Fellow will be expected to provide regular updates to their mentor and the wider Office at Team Meetings, as well as to present their final deliverable both to the Office as well as senior management.

1. Outcome: Understand the existing landscape of heat and equity work (short-term)
 - a. Strategy: The Fellow will conduct a network analysis to identify key players and organizations in the extreme heat space and map their relationships with each other and the County. The Fellow will also identify each person or organization's expertise, including their expertise or experience in racial equity work, through informational interviews and attendance at online partner meetings/events. The fellow will also help synthesize major reports and relevant case studies on extreme heat and racial equity from across the United States and internationally. Emphasis will be placed on engaging LMI and BIPOC communities.
2. Outcome: Contribute to and build the heat and equity network (short-, med-, long-term)
 - a. Strategy: The Fellow and OOR will build partnerships with the identified network. OOR will elevate our partners' work in extreme heat through our communications networks, like social media and our monthly newsletter which reaches over 9,800 people. The Fellow and OOR staff will coordinate knowledge-sharing meetings to exchange expertise and ideas on heat and equity. OOR will designate staff to deepen and maintain relationships with partners and residents on this issue during and beyond the Fellowship.
3. Outcome: Conduct a gap analysis to better understand policy, project, and program needs to advance equitable heat adaptation and mitigation work

- a. Strategy: The Fellow will build on their extensive outreach efforts to synthesize lessons learned and conduct a gap analysis. This analysis will identify any common themes, challenges, and opportunities that were observed throughout the outreach and engagement process. The analysis will serve as the guiding framework to assist the Fellow and OOR in identifying appropriate tools, data, and resources to be included in the Heat and Equity Toolkit.
- 4. Outcome: Develop a Heat and Equity Toolkit to support future investments in pilot projects and programs related to heat and equity in Miami-Dade County
 - a. Strategy: Create a toolkit outlining tools to adapt to extreme heat with case studies from local partners, including cost estimates or policy proposals. This toolkit will be a foundational piece for OOR to begin working with internal and external partners to identify grants and other funding sources for pilot projects or program investments to reduce impacts from extreme heat, particularly in communities with a majority of residents identifying as BIPOC where the heat impacts are typically more prominent.

Timeline

Task No.	Task Title	Deliverable Due Date	Fellow's Role & Project Stage
0	Introduction to the Office & the project	6/7/2021	Learn about the office and its programs. Read the Sea Level Rise Strategy with an emphasis on the Sea Level Rise Tools Mini-Guide which will serve as a template for the Extreme Heat Tools Mini-Guide.
1	Background research & network analysis	6/18/2021	Work with OOR to compile existing information on heat adaptation and mitigation studies, tools, and resources, with an emphasis on heat and equity in South Florida Identify best practices to adapt/mitigate extreme heat impacts and relevant case studies that can inform the Heat Tools Mini-Guide. Begin conducting a network analysis of local partners and experts. Summarize findings into one report.
2	Build partnerships	7/2/2021	Organize two knowledge-sharing events (late July 2021 and mid-August 2021) to engage identified partners working in the heat and equity space. Help OOR with all aspects of organization, including identifying panelists, assisting with facilitating the event, and leading small group discussions. The knowledge-sharing events will help the Fellow further identify best practices and potential case studies to include in Task 4, the draft Heat Tools Mini-Guide.
3	Conduct Gap Analysis	7/16/2021	During the same phase as Task 2, begin conducting a gap analysis through 30-minute informational interviews with partners in the heat and equity network. The goal is to identify policies, program investments, and projects that are needed to advance work in this space. The Fellow will have an opportunity to present their findings at the second knowledge-sharing forum in August 2021.
4	Develop a Heat and Equity Tool Kit Draft	7/27/2021	Using the Sea Level Rise Strategy Tools Mini-Guide as a template, the Fellow and OOR will identify the key tools Miami-Dade County and partners can use to adapt to and mitigate extreme heat impacts. The draft Tool Kit, written by the Fellow, should highlight social, ecological, and economic implications of each tool and include a clear discussion of equity. Case studies will be written by the Fellow and will highlight scalable projects and programs the County and its partners have undertaken. Each case study should include a cost estimate when feasible.
5	Finalize the Heat and Equity Tool Kit	8/13/2021	The Fellow will work through iterations of the Heat tools Tool Kit with OOR staff and partners who contributed to the case studies. The Fellow will lead the review process and integrate edits to finalize the Tool Kit for use as a PDF and online. The Tool Kit will be used by the County to highlight potential projects the County and partners could use to adapt to/mitigate extreme heat impacts.
6	Project Wrap Up and Conclusion	8/30/2021	The Fellow will assist with editing, publication, and distribution of the Tool Kit to various platforms. The Fellow will present the Tool Kit in a series of capstone meetings to OOR staff, senior administrative staff, and other County or community groups as relevant.

Desired Skills

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

- Excellent written and verbal communication skill
- Skills in graphic design
- Ability to translate technical information between English, Spanish and/or Haitian Creole
- Ability to work with racially, ethnically, and socioeconomically diverse audiences in a variety of settings (1-on-1, in small groups, in professional meetings)
- Education or experience in environmental issues, community planning and/or community organizing
- Ability to visualize data and information using programs like PowerPoint or SketchUp and/or maps using programs like ArcGIS

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, or more frequently as needed
- support to meet with community partners and staff with similar interests for informational interviews and mentorship
- support to attend 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
- through the project, connect with members of the office, the County government, other municipal governments, and nonprofit leaders
- attend events/create other opportunities of interest to them that arise

Pay Rate and Housing

Pay Rate

Wage Per Hour: \$20.98

Housing

This opportunity will likely be fully remote for the duration of the Fellowship. The preferred Fellow will already be located in Miami-Dade County or South Florida so if COVID-19 restrictions are lifted, they may be able to participate in outreach or meetings in-person.

If the Fellow is selected from a different location and is seeking housing for the duration of the Fellowship, 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.