

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 City of Tempe, AZ
Equity in Action Fellow
Office of Sustainability, Office of Strategic Management and Diversity, and
Office of Neighborhood Services

Fellowship Summary

The 2020 USDN EDI Fellow will be engaged in the City of Tempe's **Equity in Action (EiA)** program that is the first of its kind in the State of Arizona to focus on dismantling structural racism and reducing barriers to equitable engagement in government decision-making. The Equity in Action project strategically recruits a coalition of social justice and community leaders and organizations to advise the city on approaching equity and incorporating the needs of frontline communities and people of color into city-wide planning processes. The coalition will be compensated for their time in co-developing new equitable engagement metrics and decision-making processes with a diverse committee of City staff members and the fellow. The fellow will help to co-create an "**Equitable Community Engagement Framework**" (**ECE Framework**), which the coalition and city staff will work together to use in reviewing current policies, practices, and materials for opportunities to increase equity in city decision making. Lastly, the fellow will work to translate the ECE Framework into Tempe's **Climate Action Plan (CAP) 2021** Update outreach and development processes.

Due to safety concerns around the COVID-19 epidemic, the fellow should expect to work remotely and have telecommuting capabilities and access to high-speed internet for the duration of the fellowship. Local candidates are preferred.

Project Background

Equity in Action started in the Spring of 2018 as a partnership between the Office of Strategic Management and Diversity, Office of Sustainability, Office of Neighborhood Services and the Vitalyst Health Foundation. Vitalyst is supporting the project with \$65,000 worth of consulting services and support and the city has contributed \$75,000 from its Innovation Fund to pay social justice organizations and leaders to participate in the process and implement pilot projects. A team of ten city staff from various departments (Police, Human Services, Arts and Culture, Community Development, and the City Manager's Office) have been undergoing equity training and project scoping in order to be able to support the coalition of organizations and leaders. Equity in Action was crafted after receiving mentorship and support from the City of Portland (OR), and the City of Providence (RI).

More information about EiA can be found at <https://www.tempe.gov/government/sustainable-tempe/grants> under "Equity in Action".

Team Description

Office of Sustainability

Braden Kay is the Sustainability Director and will serve as the key point of contact and direct manager, support in researching and considering policy interventions, and guide the fellow on making connections for community engagement. Samantha Zah is the Local Climate Action and Local Enterprise Coordinator. She will support the fellow through climate action plan management and outreach.

Office of Strategic Management and Diversity

Jonae Harrison is the Equity and Inclusion Manager and will support the fellow through offering equity, diversity, and inclusion methodologies.

Office of Neighborhood Services

Shauna Warner is the Neighborhood Services Manager and will support the fellow in coordinating outreach and community engagement.

Job Description

Scope of Work

The fellow's scope of work includes working with a group of social justice and community leaders and organizations, recruited from underserved communities within the City of Tempe, to connect them to the decision-making processes of the City through a grant called Equity in Action (EiA). The targeted communities include non-English speaking residents, non-college graduates, youth, parents with children, low-income residents, African Americans and Latinos, Indigenous people, Asian people, residents of the Town of Guadalupe and the Pascua Yaqui tribe, and residents from specific underrepresented neighborhoods. The fellow will facilitate an equity analysis within the EiA work plan by conducting interviews and researching best practices of equitable engagement alongside the coalition of social justice and community leaders and organizations, and a diverse committee of city staff members. The fellow will help facilitate the integration and use of this data into the coalition and committee's work in co-creating an "Equitable Community Engagement Framework" (ECE Framework) and outcome-oriented metrics, which has the potential to impact all future city planning processes in better engaging underserved communities across Tempe. The fellow will then assist the coalition and committee in identifying, developing, and implementing pilot projects to apply and test the new framework in city-wide planning processes while engaging targeted communities in the process. These projects will result in equity-driven city plans and policies that elevate voices of our underrepresented communities and prioritizes diversity and inclusion. Lastly, the framework will be applied to the City of Tempe Climate Action Plan 2021 Update through interviews, workshops, and further research to develop a proposal for how to use the framework in future Climate Action Plan investments.

The fellow's role is to support the Office of Sustainability and Office of Strategic Management and Diversity staff with implementing the EiA work plan. The fellow is responsible for fulfilling their work plan in a timely manner, being a productive part of the team, and practicing effective communication skills. The fellow is also responsible for community engagement with the Office of Sustainability team as well as workshop facilitation. People of color and diverse ethnic, racial, and/or socioeconomic background are encouraged to apply.

Timeline

The fellow will engage in three primary areas of work which have overlapping phases. Therefore, some work will be enacted concurrently and some sequentially as the project develops.

Equitable Community Engagement Framework (May-June)

- Review all previous documentation on the EiA project
- Receive equity training alongside the fellowship team
- Conduct interviews of city staff, EiA committee, and the EiA coalition
- Research and compile a menu of equitable engagement practices and guiding principles
- Present and facilitate the development of Tempe's ECE Framework
- Work closely with the coalition and committee to identify equity metrics within the framework

- Analyze Tempe’s current plans, policies, processes, and materials

Outcomes

- EiA Coalition engagement and relationship development
- Interviews with coalition members and city staff to understand legacy of structural racism and white supremacy in Tempe and ideas on a deconstruction process
- Change to Tempe’s Public Involvement Manual to better collaborate and work with frontline communities
- Draft ECE Framework

EiA Implementation Project Selection Process (June-July)

- Help the coalition and committee to identify, scope, and vet pilot projects where the framework can be applied to specific City of Tempe plans, policies, processes, or materials.
- Assist the committee and coalition in determining the organizational and departmental readiness for potential pilot projects.
- Support the coalition in selecting pilot project(s) for the City of Tempe.

Outcomes

- EiA Coalition engagement and relationship development
- A pool of possible pilot projects through the interviews collected in the first two months.

Using the Framework for the Climate Action Plan 2021 Update (July-August)

In addition to the pilot project(s) selected, the fellow will also utilize the ECE Framework as the foundation for creating equity throughout Tempe’s Climate Action Plan (CAP) 2021 Update. The fellow will interview Tempe board and commission members and create and facilitate climate action training workshops for the EiA coalition and all CAP 2021 program/grant partners. Through this process of discovery, the fellow will draft equity principles to be incorporated into CAP 2021 Update. Finally, the fellow will write a proposal to advise the city in how to utilize the ECE Framework and data in future CAP decision-making around investments and policy.

Outcomes

- EiA Coalition engagement and relationship development
- Guidelines for how city should conduct outreach and create policy that centers frontline communities and people of color
- Translation of the ECE Framework into actions that the Office of Sustainability can take to have a strong equity-based approach to the Climate Action Plan 2021 Update

Desired Skills

Essential

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

- An understanding of concepts of institutional and structural racism/bias and their impact on underrepresented communities.
- Ability to articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in diverse environments and audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to analyze and evaluate evidence and synthesize information.
- Ability to ask clarifying questions, solve different kinds of problems, and reflect critically on learning experience and processes.

- Ability to build, nurture, and maintain effective working relationships with internal and external stakeholders while working towards a common goal.
- Ability to view and analyze problems across departments, organizations, and sectors to create solutions that address root systemic issues.

Preferred

- Ability to set goals, anticipate risks, and craft rich “pictures” (narratives, imagery, qualitative and quantitative descriptors) of the future desired state.
- Ability to collectively problem-solve and produce solutions with consideration of resources, assets, constraints, and unintended consequences.
- Ability to work effectively and respectfully on diverse teams while exercising flexibility to make necessary compromises, assume shared responsibility of the work, and value individual team member’s contributions.
- Fluency in Spanish or other languages.

Professional Development and Support

We have budgeted for funding for professional development that can include at least one training over the summer including with our local equity consultants. The fellow will receive mentorship from all three departments on the fellowship team on a monthly basis: Office of Sustainability, Office of Strategic Management and Diversity, and Office of Neighborhood Services. In addition, the fellow will have an opportunity to shadow additional departments represented on the city staff EIA committee including Police, Human Services, Arts and Culture, Community Development, and the City Manager’s Office. The fellow will work closely with the Climate Action Coordinator as a special office buddy to answer any questions, help problem-solve, and keep the fellow on track with their work plan. The Sustainability Director has participated in equity training, so can help lead the fellow through identifying and integrating equity into their work with the city. The supervisor will also work to connect the fellow to external networks and individuals with similar interests to help grow the fellow’s professional network and create further opportunities for supportive relationships.

Pay Rate and Housing

The fellow will be compensated at \$20.00/hour working 40 hours/week for a total duration of 12 weeks. Local candidates are preferred; however, we will be able to work with city staff and Arizona State University networks to find no- or low- cost housing for non-local candidates.