



GLOBAL PHILANTHROPY PARTNERSHIP

1916 N. Mohawk Street, #7 • Chicago, IL 60614



USDN Equity Diversity Inclusion (EDI) Fellowship Program

The Global Philanthropy Partnership (GPP) and the Urban Sustainability Directors Network (USDN) are pleased to offer six summer 2018 fellowship opportunities with local governments. Fellows will receive a valuable learning experience while helping local governments to advance their sustainability and inclusion goals.

2018 fellowships will be offered with the City of Austin (TX), City of Baltimore (MD), City of Eugene (OR), City of Fayetteville (AR), City of Milwaukee (WI), and City of San Antonio (TX). See the links above and following section of this document for more information on the scope of each currently available fellowship.



*Maria Martelo, 2016 USDN Fellow and
2018 Fellowship Committee Member*

Highlights of all six fellowships include:

- At least a living wage specific to the location
- Full-time employment over the summer (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 and participation in a national learning cohort of USDN EDI fellows, as well as access to all USDN member discussions and products
- Free attendance at the October 2018 USDN annual meeting (expenses paid)
- Membership in an informal network of past and current EDI fellows

More information on the Urban Sustainability Directors Network is available at USDN.org.

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 bi-weekly on-line journal posts and a brief report and program evaluation form at the conclusion of the fellowship to reflect on their experience
- Make a presentation on their work at the USDN annual meeting in October 2018 (expenses paid to travel to the USDN annual meeting)

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 (see attached and at USDN.org)
- Current resume

Applications will be accepted on a rolling basis through early March 2018. All applicants will be notified of selection decisions. For additional information, please email Mia Arter, USDN Operations Director, at miaarter@usdn.org. Thank you for your interest!



USDN Managing Director, Nils Moe, introducing a panel of fellows at the 2016 USDN Annual Meeting

USDN Fellowship with the City of Eugene (OR)

CEAP Equity Initiative Fellow

Fellowship Summary:

The Climate and Energy Action Plan Equity Initiative Fellow will help evaluate the equity initiatives included in Eugene's Community Climate and Energy Action Plan (CEAP) update project, as well as work to evaluate the opportunity to develop an internship model with Lane Community College.

Project Background:

The City of Eugene is in the process of updating its Community Climate and Energy Action Plan (CEAP). The CEAP update includes three specific equity initiatives that will extend the depth of the City's outreach and implementation of social equity principles. The intended outcomes of each equity initiative are twofold. First, the initiatives will help bring to light the impact that climate actions will have on marginalized communities and will help identify ways to mitigate adverse impacts. Second, the project will build organization and community capacity to meaningfully identify and address social equity challenges in future projects and processes. The CEAP Equity Initiative Fellow will gain professional experience in research and program evaluation as he or she works with community partners to explore the effectiveness of each initiative. The Fellow will work with a variety of professionals in the sustainability field, public sector, business community and community-based organizations in Eugene who are participating in the CEAP update. The Fellow will also have the opportunity to develop an internship model.

Team Description:

The Fellow will work with the Sustainability Team in the City Manager's Office (CMO) and will be supervised by the Sustainability Analyst, the project manager for the CEAP update. The Office of Sustainability works to promote the Triple Bottom Line framework throughout the City organization. It also coordinates the City's effort to implement the Climate Recovery Ordinance, Internal Climate Action Plan, and the CEAP. The CMO is home to the City Council, the Mayor, and the City Manager. The CMO provides administrative support to Eugene's City Council and also includes several program areas including Human Rights and Neighborhood Involvement and Sustainability. The office has a professional environment that encourages teamwork.

Job Description:

The Fellow will research and evaluate the equity initiatives included in the CEAP update through three projects.

1. *USDN Partner Outreach:* The Fellow will interview municipal partners from the Urban Sustainability Directors Network to learn how they incorporated equity into their climate action planning projects. The Fellow will compile lessons learned and recommendations from those partners.
2. *CEAP Equity Initiative Evaluation:* The Fellow will conduct interviews and survey groups that are participating in the CEAP update using tools developed by the project team in advance of the fellowship. The Fellow will administer the interviews and surveys and analyze the results with support from the project team.
3. *Evaluate Opportunity for LCC Internship Model:* The Fellow, with support from the project team, will meet with the Diversity Office at Lane Community College and explore the potential to develop an internship model. The model will provide a roadmap for municipalities looking for avenues to engage with community college students, a population that tends to be more racially, ethnically, and socioeconomically diverse than many universities.

The position will include interviewing a variety of participants involved in the CEAP update process, administering surveys, analyzing quantitative and qualitative data, and developing good working relationships with a variety of community actors.

Desired Skills:

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

- Experience working with communities of color and/or low-income populations.
- Familiarity with the barriers that low-income students, communities of color and first generation college students experience in attaining internships.
- Ability to establish good working relationships with other employees and the general public using tact, courtesy, and good judgment.
- Ability to learn office processes, policies, and procedures quickly.
- Effective time management and organizational skills.
- Excellent written and verbal communication skills, including the ability present to racially, ethnically and socioeconomically diverse communities.
- Ability to use spreadsheet software, including simple calculations and creating graphs and charts.
- Work with a high degree of accuracy and attention to detail.
- Education: High school diploma or GED required. Post-secondary course work is desirable.

Professional Development and Support:

The Fellow will join the Sustainability Program team. Professional development opportunities will include training from Sustainability staff on areas of expertise such as data analysis and visualization and sustainability content. The Fellow will have access to a broad network of sustainability professionals. Staff will support and facilitate informational interviews based on the Fellow's interests with staff across the City and other contacts in the community. In addition, the Fellow will be connected to a mentor from another work group in the City.

Pay Rate and Housing:

This fellow will receive a stipend of \$15 an hour. Eugene, home to the University of Oregon, offers a variety of housing options with a high availability of units in the summer. Guidance on housing opportunities can be provided for the fellow, if needed.