



GLOBAL PHILANTHROPY PARTNERSHIP

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USDN | urban sustainability
directors network

USDN Equity Diversity Inclusion (EDI) Fellowship Program

The Global Philanthropy Partnership (GPP) and the Urban Sustainability Directors Network (USDN) are pleased to offer seven summer 2019 fellowship opportunities with local governments. Fellows will receive a valuable learning experience while helping local governments to advance their sustainability and inclusion goals.

2019 fellowships will be offered with the [City of Baltimore \(MD\)](#), [City of Cleveland \(OH\)](#), [City of Dubuque \(IA\)](#), [City of Fort Collins \(CO\)](#), [Iowa City \(IA\)](#), [City of Philadelphia \(PA\)](#), and [City of Vancouver \(BC\)](#). See the links above and following section of this document for more information on the scope of each currently available fellowship.

Highlights of all eight fellowships include:

- A living wage or higher for the fellowship 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 under-served 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
- Free attendance at the October 2019 USDN annual meeting (lodging, flight, meals, and the opportunity to meet with more than 200 sustainability professionals from across North America - 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 a one-page summary blog post 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 2019 (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

The application period will now be open through late April 2019. However, review of applications will begin in late March and Host Cities may make hiring decisions. All applicants will be notified of selection decisions. For additional information, please email Sarah McKinstry-Wu, USDN Strategic Projects Manager, at sarahmckinstrywu@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 Baltimore (MD) Community Resilience Equity Fellow, Office of Sustainability

Fellowship Summary

The Community Resilience Equity Fellow will join a cross-sector team of sustainability and disaster preparedness professionals to help the Baltimore Office of Sustainability (BOS) advance its climate resilience, equity, and inclusion goals. The Fellow will assist the BOS in leading engagement efforts with historically underrepresented communities in the City and provide support to ensure equitable community resiliency planning efforts in the communities most vulnerable to climate change.

Project Background

Historical policy and planning decisions left legacies of inequity and inequality in Baltimore City. Policies to deliberately segregate residents on a racial basis have directly contributed to many of the economic, social, and environmental challenges Baltimore faces today. Many of these chronic stressors have caused certain communities to become more vulnerable to the acute shocks of climate change such as flooding, coastal storms, extreme cold, extreme heat, and high winds.

The Baltimore Office of Sustainability has a desire to both comprehensively understand and vigorously work to dismantle and remedy legacies of inequality while combating climate change and other environmental challenges. The new 2019 Sustainability Plan, that was recently adopted by the City, incorporates an Equity Implementation Guide. The City's 2018 Disaster Preparedness and Planning Project (DP3) was recently updated using an equity lens. As part of this DP3 update, new (but broad) vulnerability assessments were conducted and hazard mitigation/climate adaptation strategies were redeveloped. At a high level, vulnerable communities and regions of the City were identified and initial community outreach took place. However, work needs to be done to gather more nuanced, neighborhood-level vulnerability data so that tailored resilience outreach, education, planning, and communication can be as effective as possible. In essence, we want to build a community resilience model that can be used in vulnerable neighborhoods throughout the city. The Fellow will help the City close a data gap in understanding the nuances of climate vulnerability so that community-based and community-led resilience plans can be developed.

The Fellow will assist the Climate and Resilience Planner to perform outreach in pre-identified 'focus' communities by being our eyes and ears on the ground and support residents in collecting valuable information on neighborhoods strengths and vulnerabilities, risk, resilience, and preparedness.

Team Description

The 15-person Office of Sustainability team, which is one of five divisions in the Planning Department, works to implement the strategies and actions of the City's Sustainability Plan. General topics engaged include food policy, climate and resiliency, energy, greening, floodplain, critical area, forest conservation, green schools and brownfield revitalization. The Fellow will work with the larger Planning Department team while being embedded with the Office of Sustainability. The Fellow will report to Aubrey Germ, the City's Climate and Resilience Planner. Because the BOS is collaborative and interdisciplinary, the Fellow will have the opportunity to learn from other members of the Sustainability team and play a role in related projects. Equity is a core element of each project, policy, and plan on which the team embarks. The Planning Department is an outward facing agency with many partners and is well respected for its progressive and thoughtful work.

Read more about the Baltimore Office of Sustainability:

- [Office of Sustainability Homepage](#)
- [2019 Baltimore Sustainability Plan](#)
- [2018 Disaster Preparedness Plan](#)
- [Climate Action Plan](#)

Job Description

The Community Resilience Equity Fellow will help the BOS take a deeper dive into dismantling systemic barriers to people of color by supporting our Community Resiliency Planning efforts in the City's most disinvested neighborhoods. The Fellow will be a valuable addition to the City's three-agency Resilience Team which includes the Office of Sustainability, the Mayor's Office of Emergency Management (MOEM) and the Health Department's Office of Public Health Preparedness and Response (OPHPR). The team regularly engages and supports residents in historically underserved neighborhoods to become less vulnerable to climate impacts and more resilient while advancing the city's goals of community preparedness, resilience, and equity.

The Fellow will assist the team by: 1) conducting critical information gathering and outreach assistance in some of our most socially, environmentally, and economically vulnerable communities as part of our BOS team, Citizen Emergency Response Training (CERT) program, and Resiliency Hub Initiative; 2) continuing to build support and trust within these underserved and underrepresented neighborhoods while serving as a main point of contact between residents and the City for the duration of the fellowship; 3) facilitating relationships between communities and government so communities have agency to lift up their own voices; 4) helping lay the groundwork for creating model engagement around micro, neighborhood-level, community-led resilience planning and furthering inclusive and equitable community resiliency and preparedness efforts.

The Fellow's outputs will include the creation of a report with findings and recommendations for moving forward with equitable community resiliency planning using details gathered in the field. The report will provide guidance for continuing to develop and maintain strong, sustained relationship with residents and organizations, and actions the City can take to support them on community preparedness, resilience, and equity issues- all of which are critical components of community resiliency plans. The report will be a model for working with other underserved neighborhoods on information gathering at a grassroots level. The Fellow will also present their findings to the stakeholders and community leaders and city staff they worked with throughout their fellowship.

Desired Skills

Successful candidates will be able to dedicate 40 hours per week over a 12-week period from June to August 2019. The Community Resilience Equity Fellow will be able to demonstrate many of the following skills, experiences, and abilities:

- A deep interest in developing equitable policies and programs to advance social justice and sustainability goals in Baltimore
- A demonstrated commitment to social justice, environmental justice, and community-driven work
- Culturally competent communication, facilitation, and situational awareness
- Interest in engaging with community members on the topic of climate change, resilience and equity
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Proficiency with Microsoft Office programs and ability to create clear concise documents and presentations
- Knowledge of and sensitivity to working with diverse community groups and faith-based institutions
- Familiarity with Baltimore's environmental challenges and opportunities, including familiarity with social inequities and how they relate to sustainability and climate change or environmental issues
- Experience working collaboratively with government staff, community groups, advocates and/or residents, including communities of color
- Project assistance or coordination responsibilities such as:
 - Creating presentations and draft materials for meetings
 - Synthesizing meeting discussions
 - Drafting reports and documents related to the project
 - Presenting at community and internal meetings
 - Meeting facilitation

Professional Development and Support

The Fellow will begin by receiving an overview of the Department, its racial equity work and the history of racial segregation in Baltimore from staff. The Fellow will attend monthly Equity Committee, all-staff meetings and Lunch and Learns. The Assistant Director of Equity and Engagement will be one of the mentors to the Fellow, and a buddy will be assigned to help them learn expectations of the Office and acclimate them to Baltimore. The Fellow will attend our monthly Sustainability and Planning Commission meetings, as well as any related City Council hearings. The Fellow will meet multiple times weekly with the Climate and Resilience Planner and will be in large space with other summer staff and interns. The Fellow will be supported by advocacy partners to listen and learn the intricacies of elevating voices and bringing interests and concerns to various levels of government.

Pay Rate and Housing

Although Baltimore's living wage is \$12.81 an hour, we will supplement the grant funding so the Fellow will receive a stipend of \$15 an hour.

The team has contacts at Johns Hopkins and other universities and will help the fellow find students who are looking to rent rooms in their apartments while their roommates are away over the summer months. They have done this successfully previously.

USDN Fellowship with the City of Cleveland (OH) *Equity and Engagement Fellow, Mayor's Office of Sustainability*

Fellowship Summary

Building off of progress from the recently completed Cleveland Climate Action Plan (CAP), the Cleveland Equity and Engagement Fellow will work primarily with City departments most prominent in equitable CAP implementation and local organizations to collect stories and data, analyze outcomes, and provide recommendations related to institutionalizing equity within the City of Cleveland.

Project Background

In 2009, Mayor Frank G. Jackson launched [Sustainable Cleveland 2019](#) (SC2019), a ten-year initiative engaging people from all walks of life to work together to design and develop a thriving and resilient region. From its inception, SC2019 has been built on engagement, knowing that changing the system required engaging the whole system. In order for Cleveland residents to care about and to act upon climate change and other sustainability topics, climate change and sustainability must connect to their everyday lives. Without resident-led, neighborhood-based action, the SC2019 vision of becoming a “vibrant green city on a blue lake” is not possible.

In 2018, the City of Cleveland completed a comprehensive update of the [Cleveland Climate Action Plan](#), utilizing an equity lens to ensure those most in need enjoy the benefits of climate action. To support this, members of the more than 90-member Climate Action Advisory Committee completed training through the Racial Equity Institute (REI) to develop a shared understanding of racial equity. Additionally, the Cleveland CAP Racial Equity Tool was utilized to prioritize objectives and actions included in the final plan, helping to address key cross-cutting priorities of the plan: social and racial equity; good jobs, green jobs; resilience to the impacts of climate change; and business leadership.

Using momentum generated during the update of the CAP with a racial equity lens, the Mayor's Office of Sustainability (OOS) convened an internal City racial equity team to begin creating a shared understanding of racial equity amongst City staff. We see this as a crucial first step to institutionalizing equity across the City. OOS now has an opportunity to further advance racial equity work through the implementation of the CAP because it touches many different departments. However, to implement CAP equity-focused actions, shared understanding across these departments is critical. The CAP is a vehicle to increase this understanding and carry the racial equity lens into these implementing departments and with key community partners. The outcome we are hoping for is that work contributed by the EDI Fellow will lead to the development of a racial equity strategy for the City of Cleveland.

Team Description

The Office of Sustainability was established in May 2005 to help the City save money and reduce its ecological footprint. The Mayor's Office of Sustainability has 9 staff that leverage Cleveland's wealth of assets by collaborating with the community to improve the economic, environmental, and social well-being of its citizens. To lead by example, the Office develops and implements policies and practices with City departments to embrace a culture of sustainability. For this position, the Fellow will coordinate with all City Departments, especially with the Office of Equal Opportunity, Department of Human Resources, and other members of the City's equity task force.

Job Description

Scope of Work

The Fellow will work primarily on advancing the implementation of the City of Cleveland's CAP through its racial equity strategy, especially in departments critical to advancing equity through identified climate actions. To achieve this, the Fellow's will be tasked with:

- Researching and analyzing City of Cleveland EDI-focused policies, programs, and administrative practices most relevant to equitable CAP implementation.
- Working with Office of Sustainability staff and other members of the City's equity task force to facilitate cross-department engagement, support use of the CAP Racial Equity Tool, and identify additional equity-focused opportunities within the City.
- Actively helping to carry out Sustainable Cleveland's culmination (and consequent spotlight over the Summer of 2019) into a year celebrating the diversity of people engaging in sustainability over the last decade.

Timeline

Detailed below is a timeline for the fellowship. The Office of Sustainability will maintain a certain level of flexibility with this scope and timeline to adapt to any observations, data gathered, or lessons learned during the course of the fellowship.

May 2019 - Office of Sustainability to share key background resources to Fellow in the two weeks leading up to June start.

June 2019 - Begin research and analysis of City of Cleveland EDI-focused policies, programs, and administrative practices based on champions acknowledged through the City equity team REI debrief sessions. Research other city practices to assess readiness to advance equity and utilize the CAP Racial Equity Tool. Begin stakeholder introductions and meet with City equity team to devise interview questions for key internal City stakeholders who are implementing the Climate Action Plan.

July 2019 – City equity team to facilitate connections between the Fellow and Department leadership. Begin conducting interviews with City departments identified as critical in implementing the CAP. With guidance from Office of Sustainability staff, work with core community partners to identify and recognize people of color leading in sustainability to celebrate their contributions during the culminating Year of People Summit for Sustainable Cleveland 2019. Continue interdepartmental research/analysis of EDI-focused policies and programs that are applicable to CAP implementation.

August 2019 – Finalize department interviews and research. Compile and analyze interview responses and City equity efforts within CAP implementation. Present findings to City equity team for feedback and further guidance.

September 2019 – Finalize report and present to City equity team and other City and community leaders.

Desired Skills and Experience

In addition to meeting the programmatic requirements of the USDN EDI Fellowship, the ideal fellow has the following skills, experience, and aptitudes. Experience within community, school, and other work environments is considered transferable to this position:

- A demonstrated commitment to social justice, environmental justice, and community-driven work
- Ability to connect sustainability considerations to one or more of the lived experiences of people of color, individuals with disabilities, non-native English speakers, and low-income populations
- Comfortable communicating about present and historic forms of bias, institutional and structural racism, and other equity considerations, especially how they relate in Cleveland
- Ability to conduct individual interviews and facilitate focus groups with assistance from City equity team and other community leaders
- Ability to quickly learn organizational policies, procedures, and structures that influence decision-making processes
- Ability to analyze and recommend opportunities to advance equity to decision-makers.
- Experience using Microsoft Office Suite to create clear and concise documents and presentations
- People of color are encouraged to apply

Professional Development and Support

The Fellow is expected to play a key role in advancing the City of Cleveland's strategy for institutionalizing equity within the City, with recommendations likely incorporated into future policy and program development. The Fellow will gain experience in local government operations, interview-based research, community engagement, and the formation of city-wide policies. The Fellow will advance skills in data gathering and analysis, survey methodology and analysis, and an in-depth understanding of the community engagement process. This fellowship will also present a great opportunity to learn about urban sustainability.

The project team will meet regularly with the Fellow to identify personal professional development goals which can be incorporated into the fellowship. The fellow will also be invited to participate in meetings, workshops, and conferences with the project team and will be encouraged to attend additional educational and training events that they may find interesting. For example, the Fellow will have the opportunity to participate in the REI's half-day Groundwater and two-day Phase 1 racial equity trainings. The Fellow will also meet with local government and community leaders, expanding their professional network. The project team, along with the rest of the office, is committed to making sure the fellow feels supported both professionally and personally to succeed during their fellowship.

Pay Rate and Housing

This Fellow will receive a stipend of \$15 an hour for 16 weeks at 40 hours/week. Guidance on housing opportunities can be provided for the fellow, if needed.

USDN Fellowship with the City of Dubuque (IA)

Equitable & Sustainable Procurement Fellow

Fellowship Summary

The Equitable and Sustainable Procurement Fellow will develop and refine an equitable and sustainable procurement process with the aim of connecting minority and disadvantaged communities to City resources and providing guidelines to implement sustainable practices in the process. Additionally, the Fellow will produce a systems-change guide to support implementation for other City policies and procedures.

Project Background

The City of Dubuque has committed to creating an equitable community of choice for all residents and businesses, and recognizes its role in advancing racial equity and social justice through its daily operations. The City's annual operating budget of approximately \$134 million and capital budget of approximately \$57 serve as a valuable lever for fostering more equitable and sustainable municipal practices. This project will focus on updating our current Request for Proposal (RFP) policy and processes to ensure that they help achieve the City Council's equity and sustainability goals.

Dubuque's City Council identified the creation of a Poverty Reduction Action Plan (PRAP) as one of its top priorities for the 2018-2020 policy agenda. To ensure equitable community engagement within the process and a final plan that centers on equity, and to ensure that sustainability initiatives are woven throughout, these themes must intentionally be used as a frame for consultant selection through the PRAP RFP process.

The Fellow will have the opportunity to use data collection, best practices research, community engagement and review of historical practices to place under-represented communities and sustainability initiatives at the forefront of our work beginning with the PRAP RFP. Then, using lessons learned and best practices research paired with community input, the Fellow will create a guide to support changing other City policies and procedures.

Team Description

The Office of Sustainability was established in 2006 as part of the City Manager's Office at the request of City Council. The Sustainability Coordinator guides the city's efforts to make our community a better place to live. The Office of Sustainability engages city leadership and collaborates across city departments and with the community to coordinate and implement climate change mitigation and adaptation initiatives, supports the Resilient Community Advisory Commission and facilitates other community-led sustainability projects. The Procurement Fellow will be part of the City Manager's Office and will work closely with Sustainability Coordinator Gina Bell, in addition to the Planning, Finance and Human Rights departments.

The fellow will have the opportunity to learn from other departments as well, determine their needs and play a role in related projects.

Read more about Sustainability and Equity in Dubuque:

- [Sustainable Dubuque](#) background
- [Human Rights Department](#) & our Equity and Intercultural Competency work
- City of Dubuque [Contractual Services Procurement](#)
- [Inclusive Dubuque](#) Equity Profile

Job Description

The goal of this fellowship is to create guidelines for more equitable and sustainable procurement processes for the City beginning with the creation of a Request for Proposal for the PRAP.

The Procurement Fellow's responsibilities will consist of the following activities:

- Research current City practices and compare to national best practices for sustainable and equitable procurement
- Draft Request for Proposals (with team) for the PRAP
- Engage with diverse businesses and stakeholders in order to understand barriers and opportunities for improvement in contracting and to provide input into the new RFP process
- Provide updates to Resilient Community Advisory Commission and community representatives
- Summarize process and research findings in a report and present findings to City departments and community representatives.
- Draft a document charting a potential path forward for the City of Dubuque's procurement services and other City services.

Desired Skills

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

- Experience working directly with or living among people from diverse racial, ethnic, and socioeconomic backgrounds
- Strong oral and written communication skills
- Ability to quickly learn organizational policies, procedures, and structures that influence the decision-making process
- Experience using Microsoft Office Suite to create clear and concise documents and presentations
- Analytical skills
- Interest in policy creation and development
- A deep interest in developing equitable policies and programs to advance social justice and sustainability goals in Dubuque

Professional Development and Support

The City of Dubuque offers many training and professional development opportunities that will be made available to the fellow during their time in with the City. The team will provide the fellow with an orientation regarding learning, training, and professional development opportunities available and will help the fellow determine professional development goals to work towards during their fellowship. The City will work with Fellow after identifying goals to match with a formal mentor during their time with the City. The project team will also regularly meet with the fellow to discuss the fellow's personal fellowship goals, explore professional opportunities, and maintain an open channel of communication. The fellow will also be invited to participate in meetings, lectures, and conferences with the project team and will be encouraged to attend additional educational and training events that they may find interesting. The project team, along with the rest of the office, is committed to making sure the fellow feels supported both professionally and personally to succeed during their fellowship.

Pay Rate & Housing

The Fellow will receive a stipend of \$14.50 an hour. Guidance on housing opportunities will be provided for the fellow.

USDN Fellowship with the City of Fort Collins (CO) *Climate Equity Engagement Initiative Fellow*

Fellowship Summary

The Climate Equity Engagement Fellow will assist in engaging historically under-represented and underserved community members in the development of Fort Collins' first Climate Action Plan (CAP). The fellow will connect with target communities in a positive and impactful way to ensure that as the CAP is developed and implemented, it incorporates meaningful engagement throughout an inclusive process.

Project Background

Fort Collins has some of the nation's most aspirational climate action goals: become one of the most energy efficient cities and reach carbon neutrality by 2050. To achieve these long-term goals, Fort Collins has set interim goals as well - 20% below 2005 by 2020 and 80% by 2030. Although Fort Collins has experienced recent gains in advancing equity, we haven't yet had an opportunity to consistently embed an equity lens into our planning processes. In 2019 and 2020, the City of Fort Collins will update our Climate Action Plan (CAP), Energy Policy and Road to Zero Waste Plan (RTZW). For the first time, these plans will be developed together with an equity lens and highlight both mitigation and resilience efforts. Staff plans to spend the first 6-8 months of 2019 co-creating the planning scope and then formally kicking off the planning process in the fall of 2019 once the scope is refined.

Finally, Fort Collins is leading a USDN Innovation Grant with eight other U.S. cities to support communities who are beginning to work at the nexus of mitigation (reducing our emissions), resilience (preparing for and adapting to the impacts of climate change), and equity (both how we engage with our community but also how our community influences and creates solutions with government). This fellow will have the opportunity to participate in these efforts, as time allows.

Read more:

- [City of Fort Collins Budget Offer 43.12](#) on the Climate Action Plan and Energy Policy Update (see page 182) outlines the City's proposed planning process including a key question the planning process is intended to answer - "what are the most-effective, pragmatic and equitable initiatives in this timeframe?"
- [Climate Action webpage](#)
- [Sustainability Services Area webpage](#) - outlines how the City has organized its sustainability efforts around the triple bottom line to include three departments - Environmental Services, Social Sustainability, and Economic Health
- [Equity and Inclusion webpage](#) - page dedicated to how the City embeds equity and inclusion into our work
- [City of Fort Collins Strategic Plan](#) (see page 18 for Strategic Objective 1.4 focused on co-creating a more inclusive and equitable community)

Team Description

Fort Collins' Sustainability Service Area was established in 2012 and truly represents the triple bottom line with the Environmental Services, Economic Health, and Social Departments all within the same area. Within these departments, teams focus on implementing the City's approach to climate action, air quality, waste reduction and recycling, business engagement, the climate economy, equity and inclusion, housing affordability, homelessness, and municipal sustainability. The fellow will report to the Climate Program Manager, within the Environmental Services Department. The fellow will also be integrated into the city's CAP teams, including CAP Messaging and Engagement and one of our internal Equity Teams, which is centered on finding ways to enhance representative and inclusive public participation.

Job Description

To support the update to the Climate Action Plan and Energy Policy, the goal of the fellowship is two-fold:

- The fellow will support the co-creation of the planning process scope; and
- The fellow will support the project team in developing positive and lasting relationships with the target communities.

More specifically, the fellow will work with review, analyze and assess demographic data in relation to prior outreach both citywide and CAP-specific; identify gaps of demographic populations engaged and support the creation of a tracking system to collect demographic and effectiveness data from the start in this planning process. In addition, the fellow will build upon existing contact lists and organizational knowledge, conduct a scan of people and organizations in 3-5 of the most impacted demographic areas, and initiate engagement with these audiences with support from the project team. The final product from this fellowship will be a community engagement plan, developed in concert with City staff, that will be deployed throughout the planning process.

Desired Skills

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

- Experience working directly with or living among people from diverse racial, ethnic, and socioeconomic, backgrounds
- Ability to present to and engage with diverse audiences
- Ability to connect sustainability, environmental issues, and/or climate change to the lived experiences of people of color, disabled, and low-income populations.
- Passionate about climate action, working in local government and finding collaborative solutions to achieving goals.
- Understanding of how people engage differently due to cultural and socioeconomic differences
- Knowledge of Microsoft Office
- Good written and verbal communications skills
- Ability to communicate by phone, email, or in person in one-to-one or group setting
- Ability to analyze and recommend solutions to management and organizational problems
- People of color are encouraged to apply
- Bilingual Spanish preferred

Professional Development and Support

Sustainability Services is a very supportive and welcoming environment. The fellow will have a primary mentor and supervisor, the Climate Program Manager, who will provide general support and resources available to be successful. Fellow will be provided onboarding and orientation of the organization and City to help develop a network of people with City Departments and community partners. The fellow will also have additional mentoring and training opportunities through the partnership with the Social Sustainability Department, and specifically the City's Equity and Inclusion Coordinator. The fellow will also have access and engage the Sustainability team and Chief Sustainability Officer in a supportive and connected work atmosphere.

In addition, the selected candidate will participate in Sustainability, Environmental Services and Climate Team activities while at the City; and provide honest, candid feedback about their experience. Participation in high-level discussions around Climate Policy and approaches will also be part of the fellow's experience. It is expected that the fellow will present their work to the CAP Executive Team which includes the Deputy City Manager; Chief Sustainability Officer; Utilities Executive Director; Chief Financial Officer; Director of Planning, Development and Transportation; and the Environmental Services Director. In addition, staff will support the fellow in presenting a staff report to City Council to share the purpose and discuss the results of the fellowship. A Climate Team member or other city staff member will accompany the fellow in community engagement efforts and/or provide the appropriate level of support the fellow needs to ensure success.

The City anticipates the Fellowship will provide the fellow with many benefits including professional experience working in municipal government, building network of public and nonprofit community groups, and an expanded knowledge and experience from being directly involved in the development of a Climate Action Plan and Energy Policy update that has equity as a guiding framework.

Pay Rate and Housing

This fellow will receive a stipend of \$15.00 an hour. Guidance on housing opportunities can be provided for the fellow, if needed. While Fort Collins does currently have housing shortages, the organization is well-positioned to assist and help secure lodging for the fellow. The City has a variety of strategies to deploy to help ensure they are housed in a situation that is comfortable and accessible for them, including connecting them with a Homeshare program managed by the nonprofit Neighbor 2 Neighbor; helping secure a summer sublet; and more depending on the circumstances of the selected candidate.

USDN Fellowship with the City of Iowa City (IA) *Equity Fellow, Office of Sustainability*

Fellowship Summary

Iowa City recently completed a Climate Action and Adaptation Plan (CAAP) and aims to incorporate equity in its implementation, especially in the area of climate adaptation. Iowa City is becoming an increasingly diverse community with more residents facing financial difficulties, language barriers, and other hardships. Additionally, climate change is threatening to exacerbate existing socioeconomic stressors in low-income and minority neighborhoods.

The Equity Fellow will work with the Sustainability Coordinator and the Equity Director to help move the needle towards equity in city government by gathering information that will be incorporated into climate adaptation planning. The goal of this project is to understand if climate impacts are equitable across the Iowa City community and get input from the populations that may be most impacted by identifying the most vulnerable populations to climate change and associated climate risks in Iowa City. This includes assisting the Sustainability Coordinator in forging new relationships with underserved populations to gain a better understanding of local needs and priorities. Our organization will greatly benefit from hosting a fellow that can help lay the groundwork for future equity-driven work coming from the Office of Sustainability.

Team Description

The Office of Sustainability collaborates across city departments to coordinate and implement climate change mitigation and adaptation initiatives and other sustainability projects. The Equity Fellow will be part of the Office of Sustainability's team and will report to Brenda Nations, who leads the City's Climate efforts. Because our office is collaborative and interdisciplinary, the fellow will have the opportunity to learn from other members of City staff and play a role in related projects.

Read more about the Iowa City's Office of Sustainability:

- [Iowa City Climate Action and Adaptation Plan](#)
- [Iowa City Social Justice and Racial Equity Initiatives](#)
- [Iowa City Sustainability](#)

Job Description

The team workplan will consist of the following major tasks:

Relationship-Building & Partnerships: Meet with neighborhood leaders and community organizations to gain an initial understanding of climate stressors in low-income minority communities. Form partnerships with key stakeholders and convene City department contacts and community representatives in an initial community engagement brainstorming process. Facilitate meetings with City of Iowa City's Office of Sustainability and Office of Equity staff to strengthen the relationship between departments and create a framework for resilience and equity work moving forward.

Data Analysis, Documentation, & Reporting

Work with the community to understand historic hazards and community assets through a community mapping process, and continue to provide updates to City department contacts and community representatives. Summarize process findings in a report and present findings to internal and external stakeholders. Draft a document charting a potential path forward for the Office of Sustainability's equity projects, including next steps for climate adaptation.

The Equity Fellow's responsibilities will consist of the following primary activities within the team:

- Review Iowa City's Climate and Equity documentation related to the project
- Assessment of demographics & identification of vulnerable populations and risks
- Draft relevant survey questions for interviews
- Engage underrepresented stakeholders identified in assessment
- Engage community organizations affiliated with those communities
- Analyze information, draft reports and documents related to the project
- Present at community and internal meetings on findings and recommended next steps

Desired Skills

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

- Experience working directly with or living among people from diverse racial, ethnic, and socioeconomic backgrounds
- Demonstrated history of community involvement through volunteer groups, religious or charitable organizations, etc.
- A demonstrated commitment to social justice, environmental justice, and community-driven work
- Ability to quickly learn organizational policies, procedures, and structures that influence the decision-making process
- Proficiency using Microsoft Office Suite and the ability to create clear and concise documents and presentations
- Familiarity with social inequities and an interest in how they relate to sustainability and climate change
- Effective written and oral communication skills and willingness to learn how to communicate to government audience
- Ability to independently to research and proactively learn needed skills
- Fluency in Spanish, Swahili, African French, Mandarin, or Arabic is beneficial, but not required
- People of color are encouraged to apply

Professional Development and Support

The City of Iowa City team will provide the fellow with an orientation regarding the city government and its departments and its climate and racial equity work. The fellow will attend all Climate Advisory Board meetings, as well as the working meetings regarding equity and outreach. The project team will also regularly meet with the fellow to discuss the fellow's personal fellowship goals, explore professional opportunities, and maintain an open channel of communication. The fellow will also be invited to participate in meetings, lectures, and conferences with the project team and will be encouraged to attend additional educational and training events that they may find interesting. The project team, along with the rest of the office, is committed to making sure the fellow feels supported both professionally and personally to succeed during their formal mentorship.

Pay Rate and Housing

This fellow will receive a stipend of \$15.00 an hour. Guidance on housing opportunities can be provided for the fellow, if needed.

USDN Fellowship with the City of Philadelphia (PA) *Office of Sustainability Heat Resiliency Fellow*

Fellowship Summary

The Heat Resiliency Fellow in the City of Philadelphia's Office of Sustainability will support the launch of a neighborhood-based heat relief network, an interconnected system of service providers that provide cooling resources, in one of Philadelphia's hottest and most heat vulnerable neighborhoods.

Project Background

Philadelphia's Office of Sustainability (OOS) is responsible for implementing *Greenworks: A Vision for a Sustainable Philadelphia*, the City's comprehensive sustainability plan. This plan explicitly outlines equity goals within eight topic areas. As a companion effort to the report, OOS committed to creating the "Greenworks Equity Index" as a tool to directly engage with communities not currently benefiting from sustainability work. Using *equity* as an approach means:

- Acknowledging that environmental inequalities like exposure to heat often exist in majority low-income and Black and Brown neighborhoods in Philadelphia;
- Working to understand how the City's systems, policies, and procedures create barriers that maintain these inequalities; and
- Redirecting our resources towards dismantling these barriers.

OOS began piloting equity as an approach in 2018 with the Beat the Heat Initiative that focused on communities of color disproportionately exposed to environmental stressors, particularly extreme heat. The goal of this first effort is to work in one of Philadelphia's hottest and most heat vulnerable neighborhood - Hunting Park - to identify and acknowledge causes for heat disparities and support community-driven decision-making about how to reduce these inequities.

Read more about the Beat the Heat Initiative on page 26 of the [Greenworks Review](#).

Team Description

The City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

OOS carries out these values by working with partners to improve quality of life in all Philadelphia neighborhoods, reduce the City's carbon emissions, and prepare Philadelphia for a hotter, wetter future. The 12-person team that makes up OOS works interdependently to achieve these goals by drawing upon the wide range of professional and lived experience among team members. Members often collaborate in work groups of people with complementary skills to maximize OOS's collective expertise.

The fellow will work within an internal project team that includes the Director of Sustainability, the Deputy Director of Sustainability, the Senior Program Manager, and the Communications and Outreach Coordinator. The position reports to the Deputy Director of Sustainability.

Job Description

The Heat Resiliency Fellow will be primarily responsible for supporting the launch of a neighborhood-based heat relief network in Hunting Park. The fellow will collaborate with racially, ethnically, and socioeconomically diverse stakeholders to:

- Co-construct criteria for selecting cooling sites with community partners by performing research and devising community-based information gathering activities
- Identify relevant community programming by thoughtfully working with other City departments and agencies, local institutions, and community partners to test options at designated cooling sites
- Develop a culturally responsive communications strategy to encourage community awareness and utilization of the network
- Monitor and share progress and impact by collecting data, documenting feedback and progress, and presenting a summary of activities and key findings

Qualifications

- **Sustainability and Social Justice Literacy** – Interest in environmental justice and sustainability issues; Shows understanding of the concepts of distributional, institutional, and structural inequities and their impact on underserved communities
- **Communication** – Demonstrates strong written and verbal communication and adapts styles to differing cultural environments
- **Planning** – Sets priorities, organizes tasks, and determines resource requirements
- **Willingness to Learn** – Expands abilities constantly; Strives for new skills; Seeks continuous learning opportunities
- **Community Engagement** – Direct lived experience nurturing relationships with low-income and community of color communities
- **Language Proficiency** – Ability to speak Spanish fluently preferred but not required

Professional Development and Support

OOS approaches individual growth and capacity building collaboratively. Professional learning occurs in the shared context of a community where all team members collectively participate in staff development. The entire team convenes regularly to strengthen skills and competencies through knowledge exchange, resource sharing, and peer-to-peer support.

In addition to all-staff development opportunities, the fellow will further build skills and knowledge through 1:1 mentoring with members of the senior leadership team. Peer-to-peer mentoring will complement 1:1 meetings. The fellow will receive guidance and coaching from other OOS staff as well as other city departments and community-based organizations based on learning interest.

Pay Rate and Housing

The fellow will receive a stipend of \$15 an hour.

Many of Philadelphia's local universities and colleges, such as Drexel University, the University of Pennsylvania and Temple University, offer short-term housing during the summer term to students with internships. The International House Philadelphia also provides flexible and affordable residential arrangements.

USDN Fellowship with the City of Vancouver (BC) *The Sustainability Group Equity Fellow*

Fellowship Summary

The Equity Fellow will work with staff across the City of Vancouver and with local organizations to embed equity into the updated environmental plan for the city (building on the Greenest City 2020 Action Plan).

Project Background

The City of Vancouver's Greenest City 2020 Action Plan (GCAP), adopted in 2011 has changed the City's approach to sustainability and has facilitated significant progress across the plan's ten goal areas. With 2020 approaching, Vancouver is working to develop a new long-term environmental plan. We need to continue to advance our environmental sustainability and climate action work, but to do so in a way that intentionally supports and benefits newcomers, indigenous communities, and people who are homeless or precariously housed.

The City of Vancouver is also currently developing an Equity Framework, which will help guide equity considerations through the City's plans and strategies.

Team Description

In 1990, Vancouver became the first city in North America to attempt to address climate change when it published its "Clouds of Change" report. The Sustainability Group was formally established in 2002. It's currently part of the Planning, Urban Design and Sustainability Department. The Sustainability Group provides policy direction and oversight of the City's sustainability strategies, including the Greenest City Action Plan, the Renewable City Strategy, the Climate Change Adaptation Strategy, and the Green Operations Plan. Sustainability Group staff collaborate across city departments, as ownership and implementation of various sustainability goals are distributed throughout the organization. The Equity Fellow will be part of the Sustainability Group and will report to a Senior Sustainability Specialist. Because our office is collaborative and interdisciplinary, the fellow will have the opportunity to learn from and teach other members of the Sustainability team and colleagues in other departments, particularly Social Policy.

Read more about Vancouver's Sustainability Group & equity and reconciliation work:

- Greenest City Action Plan: Vancouver.ca/greenestcity
- Renewable City Action Plan: Vancouver.ca/renewablecity
- Climate Change Adaptation Strategy: Vancouver.ca/climateadaptation
- City of Reconciliation Framework: <https://vancouver.ca/people-programs/city-of-reconciliation.aspx>
- Equity Framework (under development)
- Women's Equity Strategy: <https://council.vancouver.ca/20180116/documents/rr1presentation.pdf>

Job Description

The work plan will consist of the following major tasks, noting that the exact details of the work will be tailored to suit the skill set of the successful candidate:

Analysis of the Greenest City Action Plan: Perform a high level review of the Greenest City 2020 Action Plan to highlight equity gaps and missed opportunities that can serve as examples for staff in the development of the new plan.

Process: Using the City's City of Reconciliation Framework and the Equity Framework (under development), develop and test processes for guiding staff groups in evaluating proposed sustainability action against equity and reconciliation objectives.

Outreach, Relationship-Building & Understanding: Working with staff, meet with neighborhood leaders and community organizations to gain an understanding of their direct experiences with sustainability, climate impacts and their experiences, if any, with the City's Greenest City Action Plan. Summarize this information for City staff to inform development and prioritization of new sustainability actions.

Support the Climate and Equity Working Group: Support Sustainability staff in exploring the formation of a Climate and Equity Working Group and provide input into how the Equity Working Group can help inform our new environmental plan. Document challenges involved in process and contrast with US cities.

The Equity Fellow's responsibilities will consist of the following primary activities within the team:

- Conduct best practices research and analysis
- Create presentations and draft materials for meetings
- Present at community and internal meetings and forums and assist with meeting planning and facilitation
- Engage with community members, organizations; conduct interviews, facilitate dialogue and improve competences on Indigenous ways of knowing and relationship to environmental justice
- Translate policy documents into practical processes
- Synthesize information and draft reports and summary documents related to the project.
- Work with Indigenous staff liaisons to strengthen relationships between City, urban Indigenous communities, Indigenous organizations, and other levels of government, including local Nations where appropriate, on environmental justice

Desired Skills

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

- Proven experience working with First Nations groups including urban Indigenous communities and organizations
- Substantive knowledge of and commitment to Indigenous ways of knowing, and the implementation of research principles and protocols that achieve inclusive community participation under conditions that strive for mutual respect and equity;
- Community leadership in the field of environmental and social justice and the experiences of Indigenous peoples with climate change;
- Able to create bridges between Indigenous communities and governmental or other entities engaged in responding to the challenges of climate change.
- Experience working directly with or living among people from diverse racial, ethnic, and socioeconomic backgrounds
- Ability to analyze complex issues, to recommend culturally appropriate approaches and to prepare related reports
- Strong relationship building and culturally-informed conflict resolution practices
- Familiarity with social inequities in the Vancouver context and how they relate to sustainability and climate change
- A deep interest in developing equitable policies and programs to advance social justice and sustainability goals
- Experience using Microsoft Office Suite to create clear and concise documents and presentations. Experience with Adobe Creative Suite is an asset.
- Fluency in English is required. Strong oral and written communication skills
- Fluency in a second language such as Sḵwx̱wú7mesh sníchim (Squamish), Hənq̓əminəm (Hengeminiem), Mandarin, Cantonese or other language is beneficial, but not required.

Professional Development and Support

The project team will provide an orientation regarding learning, training, and available professional development opportunities. The project team will regularly meet with the fellow to discuss their personal fellowship goals, explore professional opportunities, and maintain an open channel of communication. The fellow will be invited to participate in meetings and lectures with the project team and will be encouraged to attend additional educational and training events that they may find interesting. Through its global networks, such as USDN, C40, etc., the Sustainability Group has access to many opportunities for deep learning on a variety of sustainability topics.

While the fellow will be supervised by Sustainability Group staff, they will also work with our colleagues in Social Policy. The project team is committed to making sure the fellow feels supported both professionally and personally to succeed during their fellowship.

Pay Rate and Housing

This fellow will receive a stipend of \$20.64 (Cdn) an hour.