



GLOBAL PHILANTHROPY PARTNERSHIP

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

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 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.