



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 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.