



# 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](http://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](mailto: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](mailto: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 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.