



City of Milwaukee
Environmental Collaboration Office (ECO)

POSITION OPENING

Milwaukee.gov/ECO

Title: College Intern	Position: Part-time (20 hours per week flexible)
Report to: Pam Ritger de la Rosa	Length of employment: 90 days
Division: Environmental Collaboration Office	Compensation: \$15/hour
Effective Date: Spring 2024	FLSA Status: exempt
Workplace: Hybrid (City Hall and in the community for events and outreach)	

SUMMARY:

The Environmental Collaboration Office (ECO) strives to make Milwaukee a world class eco-city on America's Fresh Coast. ECO develops practical and racially equitable solutions that improve people's lives and the economy while working to protect and restore the natural ecosystems that support our long-term prosperity. ECO collaborates with the community, develops global partnerships, offers award-winning programs, and implements the *Milwaukee Climate and Equity Plan*.

RESPONSIBILITIES:

The intern will be responsible for organizing City building data in the ENERGY STAR® Portfolio Manager to track energy use. Further, the intern will have the opportunity to learn about and work on several different ECO programs, which will rotate each month. A portion of their time will be spent performing marketing and other various projects related to the Milwaukee Shines, ECO Neighborhood, Milwaukee Energy Efficiency, and Property Assessed Clean Energy programs. The intern will work under the supervision of Pam Ritger de la Rosa, Environmental Sustainability Program Manager. Additional responsibilities include supporting tabling and other community outreach events for the Environmental Collaboration Office. Because ECO collaborates with many other agencies in City government and community organizations, interns will be exposed to and encouraged to participate in networking opportunities.

QUALIFICATIONS:

1. Currently enrolled student pursuing a bachelor's or graduate degree in Political Science, Environmental Studies, Marketing, or Communication preferred, but those from a variety of majors/backgrounds are encouraged to apply; Junior or Senior status or grad school preferred.
2. Exceptional written and communication skills and ability to interact comfortably with a wide variety of audiences. Ability to tailor messaging to different audiences and platforms.
3. Demonstrated leadership and strong desire to serve the community while protecting the environment.
4. Solid critical thinking and problem-solving skills.
5. Strong proofreading skills; must be committed to accuracy.
6. Proficient skills in graphic design software, such as Adobe Creative Suite software or Canva, and Microsoft Office desired.
7. Ability to work independently and in collaboration with a team.
8. Education, work, or volunteer experience related to environmental studies is preferred but not required.
9. Fluency in English and Spanish is a plus.

Duties listed may vary in terms of relative importance, and others may be added or eliminated as this position develops. In addition, specific positions within this job title may have minor variations in duties.

Americans with Disability Act: All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.

The City of Milwaukee is committed to providing an environment that is free from discrimination and is dedicated to fostering a culture and atmosphere of mutual respect.

TO APPLY: Email a resume, cover letter, and work sample to Environmental Sustainability Program Manager Alexis Laverdiere at allaver@milwaukee.gov. The City of Milwaukee Environmental Collaboration Office (ECO) Spring Internship position provides up to 20 hours a week of paid work from February-April 2024.