

The City of Hillsboro is accepting resumes for a Sustainability Intern position. Under the supervision of staff, this position is responsible for supporting sustainability projects and programs, while gaining meaningful work experience. The Internship is a temporary, part-time position with up to 25 hours available per week. Hours will be scheduled Monday through Friday with some evening and weekend shifts, depending on assignments.

Compensation is \$14.87/hour. Resumes will be accepted until April 6, 2018.

Internship Process & Timeline:

March - April: Application, Interview, and Selection Process

May/June - August: Summer Internship

General Description of Duties:

- Refine City fleet fuel efficiency goal, no-idle policy, engage stakeholders and summarize options and costs for additional deployment of telematics on City fleet
- Research and recommend criteria to include in Capital Improvement Plan (CIP) process
- Assess City green power purchase options and produce recommendations
- Research and refine Sustainability Revolving Fund (SRF) development
- Convene facility sustainability points of contact, revisit prior waste reduction work
- Research best practices for public sector sustainability investment/divestment options, produce recommendations

The ideal candidate will:

- Have great interpersonal skills and a sense of humor
- Have passion and some knowledge of sustainability issues
- Have interest in learning about key non-subject matter skills that are useful in the assigned work
- Be willing to take charge and think and act independently with some guidance and oversight
- Be willing to engage with employees and/or the public
- Have strong organizational and research skills

Requirements:

- Must be a Junior or Senior student currently enrolled in an undergraduate program pursuing a degree in sustainability, environmental studies, or a related field
- Must complete and pass criminal background check
- Be able to work in a variety of locations, both indoors and outdoors

How to Apply:

Submit letter of interest and resume by April 6, 2018 to:

City of Hillsboro Human Resources Department

Attn: Jessica Stark

150 E Main St. – 2nd floor Hillsboro, OR 97123

Email: jessica.stark@hillsboro-oregon.gov (Sustainability Internship in subject line)

Questions? : Jessica Stark, City of Hillsboro Human Resources Department at

jessica.stark@hillsboro-oregon.gov

or at 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.