

**Open to the Public
As of January 30, 2018****Internship – Stormwater/Sustainability****Primary Duties:**

The City of Lancaster Public Works Department, Stormwater Bureau, is currently accepting resumes for a Stormwater/Sustainability Intern. The primary objective of this position is to assist in performing planning, technical and administrative duties for the Stormwater Bureau's Climate Action Resiliency Plan.

Knowledge, Skills and Abilities:

- Course of study related to the environment, social justice, public policy, or a related field.
- Exceptional organizational skills – including handling calendars, files, emails, and data.
- Ability to manage multiple projects at once with ease.
- Excellent public speaking and presentation skills.
- Basic knowledge of climate action terms and concepts.
- Comfortable interacting with many diverse groups across the city.
- Familiarity with how climate change can disproportionately impact vulnerable populations.
- Can work independently and maintain motivation
- Experience with Adobe Illustrator is desired.
- Basic experience with GIS is desired.
- Demonstrated leadership experience is desired.
- Fluency in Spanish and English is desired.
- Ability to effectively communicate orally and in writing.
- Ability to perform basic drafting in AutoCAD environment.
- Ability to read and interpret construction plans.
- Knowledge and familiarity with the effective use of computers, equipment and software, including Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of operation of GPS equipment and GIS software is beneficial

Work Schedule:

40 hours per week, 8 hours per day, Monday through Friday. Minimum of 10 hours per week during the academic term.

Workday will begin between 8:30 am and end at 5:00 pm with a 30-minute lunch break. Some evening and weekend work may be required. Some field work may be required.

This internship is expected to last from March 1, 2018, through the end of the 2018-2019 academic year.

Education, Training and Experience:

- Graduation from High School or completion of a GED is required.
- Sophomore or Junior enrolled in an environmental science, environmental policy, sustainability, or related program at an accredited college or university

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver's License is required.

Salary: \$13.00 per hour; (not benefits eligible)

The City Job Application is available at <http://www.cityoflanasterpa.com/government/city-job-listings>.

The City of Lancaster is an Equal Opportunity Employer