



## Announcing an internship opportunity with the City of Flagstaff Sustainability Section

The City of Flagstaff Sustainability Office is seeking a part-time **Climate Communications Intern**.

Primarily, the intern supports the Sustainability Office team in its work to communicate data regarding the Flagstaff Carbon Neutrality Plan (CNP), associated key performance indicators, the City's greenhouse gas inventory, and other relevant climate action programs. This work will include revamping the [www.flagstaff.az.gov/climate](http://www.flagstaff.az.gov/climate) website, building visualizations of climate actions, progress towards achieving CNP goals, and greenhouse gas emissions, and generally improving how we educate and communicate online regarding climate change and the CNP.

This opportunity is best suited for a student with experience in communications, website data visualization, writing for a public audience, and/or graphic design, that would like to build their experience and portfolio. Projects may include but will not be limited to creating dashboards, preparing visual reports, editing a website, creating storymaps, or creating social media communication materials.

The purpose of this internship is to provide an opportunity for a motivated student to gain experience working in a professional sustainability office communicating climate- and emissions-related information to the public. The Sustainability Section will support the student in building relevant, climate-related skillsets, independently managing projects, and developing community contacts. This internship is an unpaid internship, for students from Northern Arizona University or Coconino Community College.

Please note, this internship will be conducted in a hybrid format, and will potentially involve both in-person and online meetings between the intern and City staff.

### **Responsibilities:**

- Communicate with key City staff to gain an understanding of climate data and communications needs.
- Work independently to prepare proposals for data visualizations, website designs, or communication changes.
- Review the Carbon Neutrality Plan and develop a communications plan to communicate key performance indicators, progress towards goals, emissions, and overall CNP implementation.
- Independently develop new digital communication tools and materials for the climate team based on conversations with City staff, with existing City technology and software. This will include considerable revisions to the City's climate web pages.

- Create social media materials.
- Assist with climate communications conversations with volunteers and community members.
- Additional duties as assigned.

**Qualifications:**

Intern **should** possess experience with digital communications, data visualization / communications, graphic design, writing for a public audience, and/or communications project management. The intern should be a self-starter, able to work independently on projects. The intern must possess good written and oral communication skills. An ideal candidate will be a motivated individual interested in advancing public policy and community planning through improved communication with the public.

**Requirements:**

The internship is 10 to 20 hours per week, and will start in May or June of 2022, continuing until early August. Timing is flexible.

**How to Apply:**

Apply through NAU's Handshake site if an NAU student, or if a CCC student, send a resume and cover letter to Jenny Niemann at [Jniemann@flagstaffaz.gov](mailto:Jniemann@flagstaffaz.gov).

Cover letters must go into detail on the student's experience with communications. Feel free to attach 2-3 samples of your work.