



## CIVIC SUSTAINABILITY FELLOW WORK-STUDY INTERNSHIP

**Department:** Philadelphia's Office of Sustainability  
**Title:** Civic Sustainability Fellow  
**Type:** Summer internship, 40 hours/week, 8 weeks during Summer 2022  
**Contact:** [sustainability@upenn.edu](mailto:sustainability@upenn.edu)

---

### Civic Sustainability Fellows Program Overview

Penn's *Climate and Sustainability Action Plan 3.0* has an explicit goal to "support the City's regional sustainability objectives and provide professional development and real-world learning opportunities to Penn students." Penn's Civic Sustainability Fellows program addresses this goal by placing undergraduate and graduate research interns in summer jobs with city agencies and non-profit organizations focused on sustainability and social equity. Penn Sustainability provides financial support for internships, and selected academic departments at Penn manage the interns. At the end of their summer internships, the students, along with their supervisor(s) in the partner organization, will present an overview of their work over the summer, what they learned in their positions, and how the projects they worked on can tie back to Penn's campus sustainability initiatives. Various staff within Facilities and Real Estate Services will serve as points of contact for the intern throughout the duration of the program to help the intern link their work to the office to similar work happening on Penn's campus.

### Position Description

This position is with **Philadelphia's Office of Sustainability (OOS)**. OOS works with partners to improve quality of life in all Philadelphia neighborhoods, reduce carbon emissions, and prepare Philadelphia for a hotter, wetter future. The Zero Waste team at OOS is working to implement the City's [Zero Waste & Litter Action Plan](#) with the long-term goal of fully eliminating the use of landfills and conventional incinerators in Philadelphia by 2035. This position will assist with tasks including compilation of waste and recycling data, providing support with various aspects of food waste reduction and diversion projects, Zero Waste-related work, and other tasks as needed.

### Requirements and Qualifications:

- Current federal work study-eligible undergraduate or graduate student the University of Pennsylvania.
- Demonstrated interest in sustainability, waste management, and working with a municipal agency to help support sustainability programs.
- Must be able to work independently with minimal supervision.
- Strong written and verbal communications skills.
- Strong data management skills.

### Details:

One (1) position available for 40 hours/week for 8 weeks in Summer 2022 (June 6 – July 29)

- \$14.00 per hour for undergraduate students; \$17.00 per hour for graduate students
- Applications due Wednesday, March 30 and will be reviewed on a rolling basis

**Students must have work-study award capable of meeting the required hours for the position.**

### Contact Information:

Interested students should send a cover letter and resume/CV to Laura Barron at [sustainability@upenn.edu](mailto:sustainability@upenn.edu).