HOST NAME: Syracuse University Center for Sustainable Community Solutions

HOST BACKGROUND INFORMATION: The Syracuse University Center for Sustainable Community Solutions (CSCS) facilitates the development of sustainable and resilient communities throughout US EPA Region 2 (New Jersey, New York, Puerto Rico, the US Virgin Islands, and eight tribal nations), across the US, and internationally.

CSCS works with elected representatives and technical assistance providers to determine the level of community knowledge of, and support for, environmental improvement projects, including water and wastewater systems, drinking water protection, sustainable materials management, land use planning, agricultural infrastructure, and energy efficiency.

CSCS bridges the gap between elected officials and the public by presenting factual information from a neutral position. Outreach methods include public meetings, roundtable discussions, technical assistance and training, and conferences and summits.

INTERNSHIP POSITION NAME/TITLE: Community Technical Assistance Intern

INTERNSHIP POSITION/PROJECT CONTEXT: Under the supervision of a CSCS staff member, the intern will directly engage with rural municipalities to provide technical assistance for infrastructure improvement projects, municipal operation efficiency, and/or securing funding. Topic areas for assistance include (but are not limited to) smart growth, water and wastewater systems, drinking water protection, green infrastructure, sustainable materials management, land use planning, agricultural infrastructure, and energy efficiency. The intern will create or assist in the creation of a usable product(s) for communities that are selected to receive technical assistance. Potential products include comprehensive plans, asset management inventories, climate change adaptation plans, GIS flood maps, and project funding guides, or conducting public surveys, etc.

INTERNSHIP POSITION DESCRIPTION: Position responsibilities will include the following:

- Working with CSCS staff members to identify one or more communities with needs that align with the intern’s skill set.
- Meeting with municipal elected officials to discuss project details and maintaining regular contact for updates on project status;
- Creating one or more products for rural municipalities in NYS and/or beyond;
• Writing articles about the projects for bi-monthly newsletter and website;
• Assisting with all CSCS events and efforts (related to green infrastructure, water, and sustainable materials management) as needed.

**BASIC QUALIFICATIONS AND PREFERRED EXPERIENCE:** Student should be an undergraduate or graduate student with coursework in public planning, municipal operations, drinking water, wastewater, stormwater management, sustainable materials management, public education, communications, and environmental studies or related areas. Intern must have excellent oral and written communication skills. Intern must be willing to travel occasionally for municipal meetings.

**INTERNSHIP SCHEDULE:** 32 hours (80%) of a standard 40-hour work week will be devoted to the responsibilities of the position and 8 hours (20%) to the community engagement project. The CSCS is flexible with the 20% release time for the community engagement project, which can be taken either in one eight-hour day or two, 4-hour half days.

**EXPECTED OUTCOMES (FOR INTERN):**
• Hands-on experience assisting rural communities throughout NYS and beyond;
• Increased knowledge of municipal operations, current needs, and the latest management tools and technologies;
• Creation of products that will help rural communities implement environmental improvement projects;
• Increased knowledge and experience with topics such as water and wastewater systems, drinking water protection, sustainable materials management, land use planning, agricultural infrastructure, and energy efficiency;
• Increased understanding of state, federal, and local funding programs;
• Opportunity to partner with various state, federal, and non-profit organizations and contacts for project delivery.

**LOCATION OF ASSIGNMENT:**
Syracuse Center of Excellence*
Syracuse University
727 E. Washington St.
Syracuse, NY 13210

**OTHER:**
• Intern should have a valid NYS driver’s license.

*Potential for working in Ithaca based on identified communities