



Palm Beach County Office of Resilience
2300 N Jog Road, 4th Floor
West Palm Beach, FL 33411

STUDENT POSITION

POSTING DATE: FEBRUARY 2020

As sea level rise and other extreme weather events will impact human and natural environments, it becomes increasingly important for Palm Beach County to adapt to and mitigate these impacts to reduce resident, business, and natural resource vulnerability. Palm Beach County's Office of Resilience works to ensure that Palm Beach County remains a great place to live, work, and play while addressing physical, social, and economic challenges resulting from sea level rise and other extreme weather events.

Job Description

The Office of Resilience seeks a full-time student intern from mid-May 2020 through August 2020, with some flexibility to accommodate student academic schedules.

The intern will assist staff with County climate change mitigation, adaptation, and sustainable development efforts. Specific projects and activities might include, but are not limited to, the following:

- Researching and analyzing resilience and sustainability technical reports, legislation, and government best practices
- Preparing research memoranda on adaptation and mitigation strategies
- Creating content for outreach materials, social media, newsletters, press releases, reports, and presentations
- Identifying and organizing speaking opportunities and events
- Performing general office and administrative work

Intern projects and activities will be based on Office of Resilience needs and the student's expertise and interest. Potential subjects might include, but are not limited to, the following topics:

- Affordable housing
- Economic resilience
- Electric vehicles
- Greenhouse gas reduction strategies
- Natural / blue-green infrastructure
- Public health impacts from climate change
- Social equity and environmental justice
- Urban planning
- Water conservation

Knowledge, Ability, and Skills

Required

- Passion for resilience, climate change mitigation and adaptation, environmental management, and/or sustainable development
- Course work, leadership experience, and/or career goals in environmental science, environmental law, urban planning, engineering, architecture, sustainability, or a related field
- Strong research and analysis skills
- Ability to understand and carry out complex oral and written instructions
- Exceptional organization and time-management skills
- Ability to express ideas clearly and concisely, both verbally and in writing
- Ability to work well independently with minimal supervision while also being an effective team collaborator
- Experience with Microsoft Office
- Undergraduate student

Preferred

- Advanced degree student
- Ability to occasionally attend evening and weekend events
- Ability to work 35 to 40 hours per week

Candidate Requirements

- MUST BE AN ENROLLED COLLEGE STUDENT
- Work at least 30 hours per week, for at least 12 weeks
- Must be able to lift 40 pounds and work outside on occasion
- Personal vehicle is not required, though the student is responsible for getting to and from the office location and occasional off-site events

Benefits

This position is unpaid. The Office of Resilience welcomes the opportunity to work with students and their academic institutions to obtain course credit.

Application

To apply, please email a cover letter, resume, and two professional references to ResilientPBC@pbcgov.org. Please use the following format for the subject line: “Last Name _ Intern Position.” Your cover letter should include 1) what types of subjects you are interested in helping the Office of Resilience research; 2) your proposed start and end date; 3) your preferred hours per week; and 4) relevant course work.

Applicants are encouraged to apply early; applications will be reviewed on a rolling basis. Due to the high volume of applications, only those selected for interviews will be contacted.