

### **Sustainability intern with the Village of Waunakee**

The Village of Waunakee is dedicated to proactively address growth and development along with protection of natural features within the incorporated area and extra-territorial jurisdiction. The Village is just starting to assess what activities actively advance sustainability across its departments, and this intern will help us take the first steps.

#### **Job description**

The sustainability intern with the Village of Waunakee will be tasked with evaluating the Village's departments and identifying sustainability-related initiatives the village has or is currently undertaking. The intern will work closely with the Village Administrator's office to connect with all Village departments to examine existing or past practices and identify opportunities to enhance sustainability. The intern will be expected to provide an in-depth report that includes a full inventory of projects have been or being undertaken by these departments and offer recommendations for how to enhance these activities. The intern will also work with Village staff to establish a page on the Village website that identifies past and present sustainability work.

The ideal candidate will be skilled at conducting interviews, inventorying, online research, able to communicate effectively with various groups and have a passion for creating a sustainable future for Wisconsin. The candidate must be able to work both independently and as part of a team. Undergraduate and graduate students are encouraged to apply. Participation in various Village meetings may be required.

Compensation will be in the form of an hourly wage of \$15/hour. The intern will work 5 – 10 hours per week until the project is complete. Exact beginning and end dates are negotiable. Interns will be invited to participate in the Office of Sustainability student hourly team for additional support.

#### **Feedback and evaluation**

The intern will be given regular feedback on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how local government operates, how to balance competing priorities and how to develop and maintain professional relationships.

**Supervisor:** Todd Schmidt, Waunakee Village Administrator