



Bureau of Planning and Sustainability

Innovation. Collaboration. Practical Solutions.

Sustainability Outreach Intern

This City of Portland, Bureau of Planning and Sustainability seeks an part time temporary intern to assist with the November Fix-It Fair, as well as, research assistance on Climate Change messaging.

The Fix-It Fair is a free event where Portlanders learn simple ways to save money and connect with resources. The outreach team, as part of the [Climate Action Plan](#) utilizes behavior change based outreach campaigns to engage Portlanders to reduce their carbon emissions. The intern will temporarily assist in both of these efforts.

Fix-It Fair Responsibilities:

- Follow-up communication with exhibitors and presenters to confirm participation.
- Identify and connect with community contacts, associations, meetings, and other leads for cross promotion of fairs and events
- Targeted online outreach via community calendars and blogs; program and partner specific social media via Facebook and Twitter
- Youth and community volunteer outreach and coordination
- General event support including, but not limited to: update and maintain community contact database, update online resource guide, coordinate mailing of Fair materials (postcards, brochures, posters) to partners
- November 16th and 17th: Including by not limited to: Fair set up and break down including, monitor attendee count, surveys, vendor needs, lunch distribution, etc.
- Data entry from surveys and questionnaires

Climate Change Program Responsibilities:

- Literature review of climate change messaging research, campaigns and programs
- Review of organizations and partners who are doing work on climate change
- Behavior change theory research review
- Interviewing experts on climate messaging and community participation programs

Required Qualifications

- Available to work weekends and on Friday and Saturday, November 16-17h 2012 to participate in the implementation of the Fix it Fair.
- Experience and interest in serving diverse populations, particularly people of color, immigrants, elderly, disabled and those with limited economic resources.
- A willingness to ask questions for clarification and job completion.
- A cooperative manner and the ability to serve as part of a team; should be independent, self-motivated, creative and resourceful individual with good time-management skills
- Proficiency with Microsoft Office, specifically MSWord and Excel.
- Regular and reliable attendance.
- Experience and ease with social media applications such as Facebook and Twitter as outreach tools
- Ability to lift 50lbs.

Preferred Qualifications

- Bilingual in Spanish, Somali, or Vietnamese
- Desire and ability to work with youth volunteers



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- Have attended a Fix-It Fair in the past
- Have an enthusiasm and interest in the Bureau's mission
- Creative / solution oriented response to problem solving

Duration: Start immediately and run through the first week of December.

Hours: 20 per week, possibly more hours the week of the Fix-It Fair on November 17th, 2012.

Pay range: \$14 per hour. There are no benefits.

Application Process: please submit your resume and a cover letter describing your qualifications for the position to Lauren.norris@portlandoregon.gov by 4pm October 26th.