Accepting applications for:

**Hourly Sustainability Assistant**
Neighborhood & Development Services Department

**Application deadline: Friday, February 8, 2019**
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Variable daytime hours up to 10 hours per week  
Office Hours: Monday – Friday, 8:00AM – 5:00PM  
Wage: $11.00 per hour

**Job summary:**
Under immediate direction, assists with tracking of sustainability metrics, including data for annual updates of the Iowa City Climate Action and Adaptation Plan. Assists with some community outreach and education around climate and other topics in sustainability. Assists with the monitoring natural gas, electricity and water use in City buildings and facilities used in reporting of carbon emissions for municipal operations in municipal greenhouse gas inventory reporting. Assists in other sustainability and other miscellaneous community-wide climate related projects as needed. Works with the Sustainability Coordinator and other relevant City staff. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs all other related duties as assigned.

**Minimum qualifications:**
High school diploma or equivalent required. Candidates considered will preferably have college level coursework or experience in one of the following areas: sustainability, environmental science, geography, engineering, geology, biology, planning, math, or a related field. General understanding of computers, graphing and numerical computation required. Understanding of climate change and other environmental issues preferred but not required. Ability to work independently and follow through on assigned tasks required. Basic organization skills required.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: January 24, 2019