



Summer 2019 Sustainable CT Fellowship Program

Description

- The Sustainable CT Fellowship Program will place highly qualified fellows across the state's nine Councils of Governments (COGs) to assist with the uptake and implementation of [Sustainable CT](#). The COGs serve as Connecticut's regional planning organizations. For more information on COG locations see: <http://www.ct.gov/opm/cwp/view.asp?q=383046>.
- Fellows will assist cities and towns within the COGs' territories, and will assist on COG projects that align with Sustainable CT goals.
- Fellows will gain valuable experience working within a professional setting and will be directly engaged with cutting-edge sustainability initiatives, local government operations, and regional coordination and operation.

How to apply

Requirements

Students must be enrolled in a four-year degree program or be seeking an advanced degree. Students must be either enrolled in a Connecticut college or university or a permanent resident of the state. Students must have maintained a GPA of 3.0 or above and be registered to take classes in the fall of 2019. Students of all majors will be considered.

Technical Skills

Candidates must demonstrate strong written and oral communication skills, and be familiar with Microsoft Office applications.

If you have any questions about your application please call Jessica LeClair at 860-465-0258, or email leclairj@easternct.edu at the Institute for Sustainable Energy at Eastern Connecticut State University (ISE).

Application

To apply please send the following documents to leclairj@easternct.edu:

- Cover letter
- Resume
- Names and contact information for 3 references
- Writing sample (no more than 3 pages/1500 words)
- Copy of unofficial transcript

- List of top two COG locations, noting first and second preference

Timeline

- Applications must be received by February 25, 2019, 5PM EST.
- Applicants will be notified by April 1, 2019.

Fellowship Job Duties

Sustainable CT Fellow duties:

- Research sustainability initiatives in Connecticut municipalities.
- Inform municipalities of resources, grants, success stories, for implementation of Sustainable CT actions.
- Assist with writing municipal assessments that can be used as program recruitment tools.
- Identify opportunities for multi-town collaboration between Sustainable CT municipalities.
- Maintain open communication channels with relevant municipal staff and elected officials.
- Assist municipal staff and leaders in performing and documenting sustainability initiatives for Sustainable CT certification.
- Research implementation strategies and resources for towns pursuing different actions.
- Identify potential partners/resources, i.e. in-town non-profits or organizations.
- Participate in Sustainable CT Fellow trainings, events, and conference calls.
- Assist with COG projects that align with Sustainable CT objectives.
- Produce an end of internship report that documents successes and areas for improvement.
- Other, as directed and mutually agreed to by the COG and ISE.

Other Important Information

Duration

- The fellowship program will run approximately 10-weeks, between June 3 – August 30, 2019.
- The 10-week period does not have to be consecutive, and start/end dates will be determined by the COG.

Work Location

- Fellows will work at participating COG office locations. All attempts will be made to place interns at their preferred COG location.
- A list of CT COG locations can be found here:
<http://www.ct.gov/opm/cwp/view.asp?q=383046>.

Pay

- This is a paid fellowship (\$13.50 per hour).
- Fellows will work up to 40 hours per week.

Transportation

- Transportation to your work locations will not be provided.