



Youth Mentor Internship

City of Cambridge – Community Development Department
Environmental and Transportation Planning

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Agency Description

The Environmental and Transportation Planning Division of the City of Cambridge's Community Development Department is responsible for improving quality of life by working to protect and improve the city's environment, reducing greenhouse gas emissions, and planning environmentally friendly improvements to the city's transportation system.

Position Summary

Each summer, the Community Development Department (CDD) hosts 40-55 youth through the Mayor's Summer Youth Employment Program (MSYEP), as well as 2-4 teens from around the world through our Dream Careers program. CDD has worked with MSYEP for the past 7 years to hire and engage high school interns in various facets of urban planning. This diverse team has successfully led discussions with thousands of Cambridge residents around sustainable transportation, food waste, and energy use, placed hundreds of informational doorhangers promoting solar power around Cambridge, and created new games and outreach activities to better-engage Cambridge residents and business owners in our planning efforts. **The position of Youth Mentor will be responsible for planning, running programming, and managing Team CDD, our MSYEP team for 6 weeks from July 6-August 14, 2020.**

Programmatic Focus

In 2020, the Youth Mentor will support various programs of the Community Development Department, including, but not limited to: the Cambridge Energy Alliance, sustainable transportation, bicycle education, and the EF Glocal Challenge. The Youth Mentor will help administer various programs, which may include:

Cambridge Energy Alliance & Sustainable Transportation: Youth employees work with Dream Careers participants to engage Cambridge residents in our work related to climate change. Activities include outreach on energy efficiency, sustainable transportation, and renewable energy; neighborhood canvassing campaigns; implementation of winning EF Glocal Challenge proposals; and more.

EF Glocal Challenge: Youth will implement portions of winning proposals from a fall competition at CRLS. These projects came from a three-month process where students work in teams to propose solutions to affect the global water crisis here in Cambridge. The goals of the Glocal Challenge are to: create meaningful learning experiences; allow creative problem solving; nurture creativity, while ensuring access to tools and knowledge necessary to move forward; ensure that projects are implementable.

Bicycle Maintenance: Youth will learn from experts how to fix and maintain bicycles. Over the summer, they will receive training, reconstruct a fleet of bicycles for middle school students, and host open bicycle maintenance shop hours in parks throughout Cambridge.

Job Responsibilities

The Mentor will help teach the high school interns community engagement skills like canvassing, creating outreach materials, administering surveys, interacting with the public and analyzing data, all while educating them about energy efficiency, sustainable transportation, the water crisis and other aspects of urban planning. The Mentor will also help the students gain skills in organization, goal setting, leadership, and public speaking.

Roles & Responsibilities

- Coordinating a community outreach campaign:
 - Working with staff to administer summer outreach program
 - Training interns in canvassing techniques
 - Creating materials including training scripts, role plays, outreach brochures, posters, and maps
 - Collecting, managing, and analyzing canvass data
- Ensuring that all activities required by the Mayor's Summer Youth Employment Program are attended by all youth
 - Coordinating weekly team meetings, field trips, and extracurricular activities
 - Educating youth team on the 21st Century Skills required for the MSYEP (communication, media literacy, leadership, creativity + innovation, design thinking, responsibility, etc)
 - Managing paid high school interns
- Coordinating with adult supervisors, youth Team Leaders, MSYEP youth employees, and MSYEP staff to ensure the program is running smoothly

Skills and Qualifications

- Experience working with high-school aged youth in a summer or other short-term jobs program.
- Minimum of 2 summers assisting with youth leadership development.
- Required interest in one or more of the following issues: urban planning, sustainable transportation, energy efficiency, water, and equity.
- Attention to detail
- Ability to manage multiple competing issues at one time
- Strong organizational skills
- Interest in and ability to assist in creation of a youth-led social media campaign.
- Ability and comfort riding a bicycle through Cambridge important but not required.

Start Date: May 18, 2020. This is a seasonal position through August 21, 2020. Start/end dates somewhat flexible.

Hours: 37.5 hours / week

Compensation: \$16.15 / hour

Due date is rolling and will be open until filled. To apply, send a cover letter, resume, and two references to Jennifer Lawrence, Sustainability Planner, jlawrence@cambridgema.gov.

Please specify your available start and end dates in your cover letter.