

## Summer 2024 Sustainability Scholars Program Internship Opportunity

The UBC Sustainability Hub is pleased to offer current UBC graduate students the opportunity to work on sustainability internship projects. Successful candidates work under the guidance of a mentor from the partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region. These opportunities are paid. The pay rate for the summer 2024 program is \$27.50/hour or \$6,875 for a 250-hour project.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the application guide on the Apply page to confirm your eligibility before applying.

**Applications close at midnight on Sunday January 28, 2024.**

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### >This is a Pathways to Net Zero Embodied Carbon Project<

UBC Sustainability Hub is undertaking a research and knowledge building project “Pathways to Net Zero Embodied Carbon in Buildings” to explore challenges and pilot solutions to accelerate Canada’s carbon emissions reductions from building materials. The Pathways projects are a collaboration with BC municipalities to identify and advance local solutions and strategies for embodied carbon reductions, within the constraints and opportunities of that community. Successful candidates will be asked to participate in knowledge sharing events and activities.

### **Project Title: Best practices to inform embodied carbon considerations in municipal procurement policy and decisions (City of Nelson)**

#### **Project Background & Overview**

Buildings are the third largest contributor to Canada’s total carbon emissions, and one third of building emissions correspond to embodied carbon emissions, i.e., the emissions generated by the production, installation, use and recycling and/or disposal of a building’s materials. They are distinct from operational carbon generated from energy used in the building for electricity, heating and cooling. While there are currently many policies, at various levels of government, intended to reduce operational emissions from buildings, there are relatively few targeting embodied emissions.

The City of Nelson is committed to reducing GHG emissions from buildings and their materials at the local scale. In alignment with this commitment, the City is working to create a procurement policy and program to reduce embodied carbon emissions, which is derived from lessons learned from the City’s multi-year project, the [Low Carbon Homes Pilot](#). This will include the development of a series of resources including policy templates and procurement process templates for BC municipalities to integrate embodied carbon into purchasing decisions.

# SUSTAINABILITY SCHOLARS PROGRAM

## Project Description

The purpose of this project is to develop guidance and resources for municipalities and public sector organizations to support the reduction of embodied carbon in capital building projects (among other things) through procurement decisions.

## Project Scope

- Scan of existing and upcoming, relevant national and international policies/strategies to do with procurement practices related to embodied carbon (approximately 5 jurisdictions)
- Research best practices in sustainable procurement, including aspects such as policies, Requests for Quote (RFQs), Requests for Proposal (RFPs), procurement processes, bid scoring matrixes, and other internal processes relevant to incorporating embodied carbon into municipal procurement practices and decisions. Scan should include 3-5 relevant jurisdictions in BC.
- Conduct approximately 5 expert interviews with procurement experts and city staff in other municipalities to expand on the previous research and better understand opportunities, barriers, and gaps in information relevant to the City of Nelson. At least one expert interview should also be conducted with City of Nelson staff.
- Based on the research, expert interviews, feedback from stakeholders and the mentor, and collection of additional information develop recommendations on the most suitable approaches to inform procurement policy and programs at the City of Nelson to reduce embodied emissions
- Time permitting: A collection of templates, forms, and other relevant guidance documents along with suggestions on how the City of Nelson can adapt them for their purposes
- Time permitting: Collect information such as environmental product declarations (EPDs), low carbon alternatives, supplier information, etc. The focus of this research will be determined in consultation with the project mentor, but could be specific to certain building materials, concrete or another aspect that can be completed within the time available.

Prepare a final report

- synthesizing the findings and recommendations

## Deliverables

- A final report containing a summary of the work completed
- An executive summary for the on public-facing [Scholars Project Library](#).
- Recommendations on best practices to reduce embodied carbon through municipal level procurement relevant to the City of Nelson; and, time permitting a set of relevant templates/tools
- A presentation to the project team and other stakeholders.

# SUSTAINABILITY SCHOLARS PROGRAM

## Time Commitment and Work Arrangement

- This project will take 250 hours to complete
- This project must be completed between May 1 to August 15, 2024
- The Scholar is to complete their hours between 8 am and 5 pm, Monday to Friday, approximately 17 to 20 hours per week.

## Required / Preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Familiarity with embodied carbon emissions, Environmental Product Declaration (EPDs) and Life cycle analysis (LCA) in buildings
- Knowledge/experience of building design and construction processes
- Comfortable speaking with strangers/conducting interviews to gather specific information
- Strong analytical skills
- Ability to work independently
- Deadline oriented
- Familiarity with the building sector in BC, an asset
- Familiarity with the BC Step Code, an asset
- Familiarity with procurement practices, particularly at the municipal level, an asset

Applications close **midnight Sunday January 28, 2024**

Apply here: [Click here to apply](#)

Contact Karen Taylor at [sustainability.scholars@ubc.ca](mailto:sustainability.scholars@ubc.ca) if you have questions

## Useful Resources

We are holding a special **resume preparation workshop for prospective Scholars** on January 23, 2024. [Click here for details and to register.](#)

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>