

Summer 2025 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. The pay rate for the summer 2025 program is \$31.25/hour or \$7,812.50 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 11:59 pm on Sunday January 26, 2025.

Project title: Research to assess progress on Environmental Sustainability Strategy implementation (City of Burnaby)

Project Background & Overview:

The Environmental Sustainability Strategy (ESS) is a plan for Burnaby's "Green" future. The ESS sets directions for environmental protection, stewardship, enhancement and climate resilience in the city. It supports shared regional, provincial and federal goals for environmental protection and sustainability and influences other citywide plans, programs, bylaws, regulations and operations.

The Environmental Sustainability Strategy was finalized in 2016. The City declared a Climate emergency in 2019 and developed a Climate Action Framework(CAF). These two strategic documents provide direction on how the City can achieve its goals. It is important to evaluate strategies to ensure they remain current and that the actions are being implemented as priorities shift and staff changes occur. Monitoring and reporting on progress also helps bolster credibility and holds the City accountable to its commitments. Regular tracking and reporting on ESS implementation, including developing indicators to measure progress, was intended but has never been implemented.

Project description

The ESS identifies "Big Moves" which are priority strategies, and "Quick Starts" which are opportunistic actions to implement the ESS. Since the development of the ESS many actions identified in the strategy have been implemented, while others have not advanced. The City is interested in conducting an evaluation of the status of all the actions presented in the ESS to inform future priorities and respond to new opportunities.

The City is currently undergoing an update to the Official Community Plan (OCP) called 'Burnaby 2050'. The OCP will consist of environmental policies to support the vision of the ESS and beyond. This project will help compliment and contribute to the implementation of the OCP.

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Project scope

The Scholar will primarily be engaged in the following tasks:

- Review the current ESS in detail and create a tracking sheet of all the actions to track progress, barriers and opportunities.
- Best practices research to identify and propose a set of indicators that could be used to track progress on the actions listed in the ESS
- Prepare interview questions and conduct interviews with 5 to 15 key staff across City departments to introduce them to the ESS tasks that are linked to their respective departments, and to understand the status of an action, initiatives completed or underway that may contribute to a specific action, and any barriers they might facing to advancing actions
- Prepare and deliver a presentation on the findings of the review to the City's leadership team to raise awareness about the ESS and the City's commitments
- Prepare a report for the City's Environment Committee with findings of the review

Deliverables

- A final report containing a summary of the work completed
- A final report for the online public-facing [Scholars Project Library](#).
- A report and presentation to the City's Environment Committee.

Time Commitment

- This project will take 250 hours to complete
- This project must be completed between May 1 to August 15.
- The Scholars is to complete their hours between 8 am and 4.45 pm, Monday to Friday, approximately 17 to 20 hours per week.
- The scholar is expected to work their hours at the Burnaby City Hall campus.

Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Experience conducting stakeholder engagement events, including facilitation skills, is an asset
- Excellent public speaking and presentation skills
- Community engagement experience
- Familiarity conducting focus group research
- Strong analytical skills
- Ability to work independently
- Deadline oriented
- Project management and organizational skills
- Comfortable interacting with strangers to conduct public/in person surveys
- Design and layout skills, an asset
- Familiarity with or background in environmental protection, stewardship, enhancement and climate resilience would be an asset

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

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

Useful Resources

We are holding a special **resume preparation workshop for prospective Scholars** on January 21, 2025.
[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>