

## 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.**

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### **Project title: Research to inform energy-efficient and climate-friendly design and construction of new and renewed city-owned facilities**

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

The City of Coquitlam approved the [Environmental Sustainability Plan](#) (ESP) in 2022, which is a forward looking plan to guide future decisions that support the long-term environmental resiliency and sustainability of the community. The plan identifies themes, goals, strategies, and actions to advance environmental sustainability in the community and also updates the City's climate targets of reducing carbon pollution by 45% by 2030 and being carbon neutral by 2050, from 2007 levels.

The City also approved its [Climate Adaptation Strategic Plan](#) in 2020, which evaluates potential climate change risks to the City's infrastructure and services and recommends adaptive actions to build resilience. As the impacts of climate change continue to affect Coquitlam the community, particularly the most vulnerable populations, continues to rely on the City's community centres as a place of refuge in extreme weather events (i.e., heating, cooling, and clean-air shelters).

To help make progress towards the City's climate goals and help showcase civic leadership in sustainability and climate action, the City is seeking research to inform approaches to reduce energy use and carbon pollution in the design of new and renewed city-owned facilities. Through research and stakeholder interviews, this project will help advance the following action in the Environmental Sustainability Plan:

*“Develop sustainable design guidelines for new civic buildings and build new facilities to performance-based standards that minimize the need for large-scale retrofits within the lifespan of the building”*

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Further, the project will support the City's Climate Adaptation Strategic Plan by advancing opportunities in the built environment to protect vulnerable communities from extreme temperature events, such as heat waves.

The City of Coquitlam recently hired a consultant to conduct a municipal scan of green building policies in North America which will provide high-level considerations on potential next steps for the City. This scan is now complete and the Scholar will use those findings as the basis of their work to recommend approaches most appropriate for the City's context.

## **Project description**

The purpose of this project is to provide the City of Coquitlam with recommendations to help inform the development of City guidelines to ensure sustainability, climate resilience, energy efficiency, and low carbon design are considered in the development of new city-owned facilities.

Currently, considerations for sustainability are considered on a project-by-project basis, and the establishment of a corporate approach can help ensure that sustainability is considered and evaluated on all projects in a consistent manner.

The Scholar's research and final recommendations are intended to be used internally and will support the City's future work for multiple City departments including Engineering & Public Works and Parks, Recreational, Culture and Facilities. This project will help the City advance towards its climate targets and supports the implementation of multiple plans including the Environmental Sustainability Plan, Climate Adaptation Strategic Plan, Strategic Energy Management Plan, and upcoming Climate Action Plan and Facilities Roadmap.

## **Project scope**

The Scholar will research approaches and best practices to inform development of sustainability guidelines for new civic facilities. More specifically, the Scholar will:

- Review relevant City plans and a previously completed municipal scan, conduct further research on sustainable facility design best practices as needed;
- Conduct interviews with relevant City staff to understand organizational goals, priorities, and objectives related to sustainable facilities;
- Research examples of climate-friendly facilities for archetypes most relevant to the City, (which could include libraries, fire halls, community centres, etc. but will be discussed at the start of the project).
- Develop case studies on notable facilities relevant to Coquitlam, including, where available: supporting guidelines/frameworks, building design and construction considerations, cost and operational savings and lessons learned.
- Prepare a presentation, draft and final report for City staff review and feedback

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The Scholar will work with a mentor (senior staff) at the City throughout their research, and they will also have the opportunity to attend relevant team and/or City staff meetings. The Scholar's work may also inform additional internal processes which will be discussed at the start of the project.

## **Deliverables**

- A final report containing a summary of the work completed
- A final report for the online public-facing [Scholars Project Library](#).
- Presentations to City Staff:
  - Early findings presentation to the Project Team
  - Draft final presentation to the Project Team
  - Final presentation to Senior Leaders
- Draft and final report document

## **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 5 pm, Monday to Friday, approximately 17 to 20 hours per week.
- Meetings will be scheduled as the project unfolds according to Scholar and City Staff schedules. Hybrid meetings are an option.

## **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
- Familiarity with research methodologies and survey techniques
- Familiarity conducting focus group research
- Strong analytical skills
- Ability to work independently
- Deadline oriented
- Project management and organizational skills
- Familiarity with benchmarking methods and tools
- Experience with financial modelling and analysis
- Criminal Record Check required
- Background in architecture, mechanical/electrical engineering, building sciences, and/or sustainability, an asset
- Familiarity with building certifications, such as LEED, Zero Carbon Building Standard, Passive House, is an asset

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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 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>