



Planning Institute of British Columbia  
Student Internship Role

***Climate Action Research Assistant  
(Student Intern)***

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The Planning Institute of British Columbia (PIBC) is looking to engage a temporary part-time student intern to help PIBC achieve carbon neutral (or net negative emissions) and climate resilient operations.

**Purpose:**

The Institute's Policy & Public Affairs Committee – Climate Action Sub-Committee (CASC) is working in partnership with Dr. Sinead Earley at the University of Northern British Columbia (UNBC) to support PIBC's [Climate Action Policy 2022](#) "to achieve carbon neutral and climate resilient operations through a combination of emissions reductions and the purchase of carbon offsets".

**Role Description:**

PIBC is seeking to employ a temporary student intern on a part-time basis to help undertake work as outlined. Working with key Institute volunteers (in particular, the Institute's CASC), staff, Dr. Sinead Earley at UNBC, and others, the student will be expected to work in partnership with another student intern to:

- Develop a baseline inventory of current greenhouse gas emissions for all PIBC operations, including Scope 1 and 2 emission inventories; alongside, Scope 3 emissions related to paper use; employee commutes; and all business travel for the Institute's day-to-day business activity, meetings, events, and annual conferences.
- Explore tools to best enable staff to continue to measure and monitor operational emissions.
- Research and report on best practices amongst similar scaled and operationally similar institutes or organizations in achieving net negative emissions.
- Make recommendations on potential carbon offset purchases to assist PIBC in achieving net negative reductions.

**The Opportunity:**

This role would provide a student the opportunity to:

- Develop a deeper understanding of measuring, monitoring, and reducing operational greenhouse gas emissions.
- Work alongside and network with professional planners and the Institute on a key project.
- Further develop research, outreach, project coordination, and communication skills.

**Logistics & Resources:**

The student intern is expected to work remotely and/or from their home institutions, will report to, and be supervised by the PIBC Director and CASC Member Sara Muir RPP, MCIP, Dr. Sinead Earley, and CASC member Robin Hawker RPP, MCIP.



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Regular ongoing meetings via telephone or videoconference will be scheduled between the student intern and PIBC/UNBC supervisors to ensure work remains on track, questions are answered, and appropriate direction and support are provided.

The student will be required to have access to and utilize their own personal computer and internet resources, and other ancillary resources as may be required to complete this work. Other logistical, resource, and administrative support may be provided by PIBC as appropriate and required from time to time.

**Proposed Start Date:** April 1, 2024 (or as soon as possible thereafter)

**Expected End Date:** March 31, 2025

**Hours of Work:** Up to 300 hours total over the approximate 12-month period of the internship, on a part-time basis (typically approximately 5-6 hours per week, as required).

**Remuneration:** \$25.00 per hour, subject to normal tax & statutory deductions. As a temporary part-time position, unfortunately additional benefits are not provided for this role.

**Applications:** Interested university students enrolled in an [accredited planning program](#) should submit a detailed cover letter outlining their interest in and suitability for this internship role, along with a current resume by e-mail to Kelly Chan, Manager of Member Programs & Services at: [kelly.chan@pibc.bc.ca](mailto:kelly.chan@pibc.bc.ca)

Applications must be received no later than:  
**4:00 pm (Pacific), Monday March 25, 2024.**

*While this role is open to any university students enrolled in an [accredited planning program](#), preference will be given to PIBC Student member applicants. PIBC encourages all qualified applicants to consider applying for this role. In recognition of the systemic conditions of disadvantage faced by many, we encourage expressions of interest from members of groups that have been historically disadvantaged and marginalized, including First Nations, Métis, and Inuit peoples, Indigenous peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+.*