



Honolulu, HI • www.honolulucleancities.org

The Clean Cities University Workforce Development Program Intern Position Description

What is Clean Cities University Workforce Development Program?

Clean Cities University Workforce Development Program is an initiative of Clean Cities, a government-industry partnership sponsored by the U.S. Department of Energy's Vehicle Technologies Program that strives to reduce petroleum consumption in the transportation sector in nearly 90 communities across the country. The Clean Cities University Workforce Development Program will give an intern the opportunity to grow public awareness and expand the markets of advanced vehicle technologies, alternative fuels, and practices that reduce the consumption of petroleum.

What is Honolulu Clean Cities?

Honolulu Clean Cities Coalition is a non-profit 401(c) organization that was designated by the US Department of Energy as the 38th Clean City in August of 1995. The mission of Honolulu Clean Cities is to advance the energy, economic, and environmental security of Hawaii by supporting local adoption of practices that reduce the use of petroleum in the transportation sector.

What is RISE?

Rewarding Internships in Sustainable Employment (RISE) is an internship program developed to provide Hawaii college students and recent graduates with paid work experiences with different public and private organizations in the State of Hawaii. RISE's mission statement is: *"Leveraging diverse partnerships, RISE's mission is to create a sustainable future and green workforce for Hawaii through paid work opportunities."* The selected Clean Cities University Workforce Development Program Intern will be incorporated into RISE's opportunities, networks, and events.

Position Overview

Start Date:	Week of 6/6/2011
End Date:	Week of 8/12/2011
Application Deadline:	Midnight on 5/5/2011 email to: Margaret.s.larson@dbedt.hawaii.gov
Interviews:	Interviews will be conducted the week of May 9, 2011
Position Location:	Honolulu, HI; interns may be required to work from home/school/virtual office at times
Education Requirements:	Current college student or recent college graduate (no more than 1 year since college graduation)
Hours:	30 hours/week for 10 weeks from approximately June 6- August 12, 2011; schedule can be set on an individual basis within state hours
Salary:	Intern will receive a \$4,500 stipend

Intern Activities

The Clean Cities University Workforce Development Program internship position seeks a motivated college-level student or recent graduate (no more than 1 year since college graduation) to play a leading role in helping Hawaii reduce its dependence on petroleum within transportation, and build a green economy. The intern will report to the Honolulu Clean Cities Co-Coordinator at the Hawaii State Energy Office, which is located in downtown Honolulu and accessible by bus. The Intern is expected to work closely with Honolulu Clean Cities Coalition Board

RISE- Clean Cities University Workforce Development Program Intern Position Description

and affiliated members and organizations to perform the following activities by type:

Administration and Coordination (50%):

- Assist in the development of drafting grant proposals. Grant writing experience is highly desired!
- Leverage local Hawaii transportation strategic plans and market analysis, and by collaborating and coordinating with local transportation groups to review, compare and synchronize objectives, in order to identify and fill gaps.
- Enhance Honolulu Clean Cities public relations.
Manage, maintain and update Honolulu Clean Cities Coalition website and social media sites.
- Develop and implement first draft of marketing plan.
- Develop Honolulu Clean Cities Coalition electronic newsletter.
- Collaborate with Coalition stakeholders and staff to identify and submit stories for development of video segments and newsletter articles.
- Arrange and attend Board Member Meetings and assist in drafting agenda and meeting notes.
- Write and distribute press announcements and coordinate media events.
- Manage a regional catalog/database of organizations and individuals whose efforts, services, or products promote the Honolulu Clean Cities Coalition mission.
- Research how Honolulu Clean Cities can collaborate with EcoCAR challenge and how local universities can support this program.
- Provide ideas and assist with the promotion and deployment of alternative fuels and advanced vehicles on college/school campuses.
- In addition to the duties assigned by the coalition, Clean Cities/ANL may require interns to collect certain data throughout the timeframe of the internship.

Public Events (40%)

- Help to organize, facilitate and participate in stakeholder meetings to help increase Coalition membership- this may include neighbor islands/counties.
- Provide ideas for and assist in promoting a local idle reduction campaign.
- Assist with planning and participating in Honolulu Clean Cities outreach events, including a focus on community preparedness for electric drive technology- promote and help develop EV ready programs and initiatives.

Sustainability Seminar Series Attendance and Logistics (5%):

- Attend RISE seminar series throughout the Internship that consists of workshops, community outreach events, field trips, and speakers; *Note: The seminar series is intended to compliment work tasks, and may only be attended upon the successful completion of primary work deliverables.*

Other duties as assigned (5%)

The Clean Cities University Workforce Development Program Intern is required to be/have:

- Enrolled in an undergraduate or graduate degree, or within 1 year since college graduation;
- Available to start the internship in early-June 2011 and commit to the internship for 10 weeks
- Able to learn quickly and follow direction with attention to detail;
- Computer savvy with fluency in Microsoft Office and some website development preferred;
- Excellent verbal and written communication skills;
- Excellent public speaking skills;
- Able to conduct him/herself in a professional, confident manner;
- Creative, able to think outside of the box;
- A team player that works well with others, but able to work independently and self sufficiently; and
- A personal interest in reducing petroleum in ground transportation.

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How to Apply

Please email the following in the form of ONE attachment (either as a word document or PDF) before midnight on **May 5, 2011**:

- Cover letter
- Resume
- Writing sample (between 1 and 5 pages in length)

Interviews

Interviews will be conducted the week of May 9th, 2011

We look forward to reviewing your application! Any questions regarding the position and/or application may be addressed to:

Margaret Larson

Honolulu Clean Cities Co-Coordinator
Honolulu Clean Cities
E: margaret.s.larson@dbedt.hawaii.gov
P: 808-587-3813

Find out more about Honolulu Clean Cities Coalition

www.honolulucleancities.org

Find out more about The Clean Cities University Workforce Development Program

http://www1.eere.energy.gov/cleancities/toolbox/internship_program.html

Find out more about the RISE Program

www.kupuhawaii.org/r-i-s-e/