

Hawai'i Green Growth Local2030 Hub Sustainability Business Forum AmeriCorps VISTA

Organizational Overview

Hawai'i Green Growth is a Local2030 hub that scales and accelerates local solutions to global challenges in partnership with the United Nations. Hawai'i Green Growth formed in response to the 2011 Asia Pacific Economic Cooperation (APEC) to identify green growth priorities and advance a green economy within an island context.

The *Aloha+ Challenge: He Nohona 'Ae'ōia* is a statewide commitment to achieve Hawai'i's sustainability goals, and serves as a local framework to implement the United Nations Sustainable Development Goals. The *Aloha+ Challenge* was launched in 2014 by HGG public and private sector partners with leadership from the State, Counties, Office of Hawaiian Affairs, and State Legislature. The *Aloha+ Challenge* enjoys unprecedented political support to achieve time-bound sustainability goals and indicators, which are measured through an open-data impact Dashboard. HGG works with public and private partners on joint policies, initiatives, and communications that advance Hawai'i's *Aloha+ Challenge* goals. The *Aloha+ Challenge* Dashboard is an online open-data platform to track progress, provide accountability and ensure transparency on Hawai'i's economic, social, and environmental priorities.

Position Summary

This is an AmeriCorps VISTA position offered through the *Aloha+ Challenge* VISTA Program to address poverty and increase economic, social, and environmental resiliency across Hawai'i. Learn more about AmeriCorps VISTA at: www.nationalservice.gov/programs/ameri-corps/ameri-corps-vista.

This is a full-time position that will support Hawai'i Green Growth (HGG) in network building, partner engagement, and research for the Sustainability Business Forum, which is HGG's private sector initiative to help achieve the Aloha+ Challenge.

The Sustainability Business Forum brings together over 20 Hawai'i business CEOs who collectively represent over \$9 billion in revenue and more than 2,000 employees. These businesses have committed to driving action towards achieving the Aloha+ Challenge and holding their businesses accountable on the Aloha+ Challenge Dashboard. The Aloha+ Challenge Dashboard is an open data platform that tracks locally and culturally appropriate metrics to measure Hawai'i's progress on its statewide 2030 goals on climate change, education, economy, energy, food, waste, natural resources, and community resilience.

The Sustainability Business Forum VISTA position is structured to provide significant work experience in the areas of sustainable development, policy, communications and data through hands-on experiential learning. This position will have the opportunity to take on meaningful responsibility quickly, and engage with a diverse network of local, national and international partners.

This position will work extensively with a wide range of government, business, academic, philanthropic, and community partners who work to advance social, economic, and environmental priorities across Hawai'i and is therefore ideally suited for applicants seeking to gain professional experience in these sectors. HGG is

committed to the mentorship and professional development of each team member, including the cohort of 3 VISTA positions.

Eligibility for the AmeriCorps VISTA Program:

In order to be considered for hire, one must meet the following minimum requirements:

- Available full time (40 hours/week)
- Be 18 years or older (no upper age limit)
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident Aliens and persons residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status, or deferred action for childhood arrivals (DACA) status.
- Pass a national service criminal history check

AmeriCorps Compensation and Benefits Package:

- Living allowance (approx. \$24,053 annually)
 - Education Award (approx. \$6,195)
 - Child Care Benefits (approx. \$400 per month per child)
 - AmeriCorps VISTA Healthcare Benefits Program
 - Relocation Travel Allowance and Settling In Allowance
 - Professional Development Courses
- Full details available at <https://www.vistacampus.gov/members/benefits-of-service>

Preferences

It is preferred that the applicant has the following:

- Strong attention to detail, organization, planning skills and personal accountability
- Interest in a collaborative and integrated approach to sustainability that supports environmental, social and economic prosperity
- Familiarity with Hawai'i's geography and communities, as well as a respect for Hawaiian language, culture and traditions
- Relevant education and/or work experience
- Flexible in supporting other duties as assigned

This year-long position is based in Honolulu, Hawai'i.

Major Responsibilities

1. Partnership Coordination: *Support coordination, administration and communication for the Sustainability Business Forum.*

- Correspond with partners regarding joint priorities, initiatives and meetings
- Schedule partner and stakeholder meetings
- Support relevant writing, reporting and research
- Support development of new initiatives and special projects to benefit low-income communities

2. Meetings & Event Planning: *Coordination, preparation and follow-up for partnership meetings and strategic events (e.g. meetings, network events, conferences).*

- Schedule and coordinate meetings, including logistics, invitations and RSVPs
- Prepare materials, including presentations, meeting summaries, and other documents
- Attend and provide support at meetings

- Assist with timely follow-up and action items

3. Communications & Outreach:

- Support website updates, maintenance and content development
- Coordinate and update communications materials, photos and relevant databases
- Work with team on media and communications around relevant events and initiatives
- Support initiatives with social media, as needed and time permits

4. Project Operations & Legacy:

- Maintain key master documents, organizational systems and support monthly administration
- Build relevant tools and resources to support the Forum's capacity
- Support grant writing, project reports and compilation of results

5. Other duties as assigned

Application Details

Please submit your resume and cover letter:

Online: <https://hgg.catchthebest.com/apply/5x9v8dny>

Email: 5x9v8dny@app.catchthebest.com

If you have any questions, please contact:

Laura Kam, HGG Network Manager

Email: laura@hawaiigreengrowth.org

More Information

<https://www.hawaiigreengrowth.org>

<http://sbf.hawaiigreengrowth.org>

<https://dashboard.hawaii.gov/aloha-challenge>