



Hawai'i Energy Business, Marketing & Clean Energy Ally Program Fellow Position Description

Kupu, in collaboration with Hawai'i Energy, is seeking to hire (3) Hawai'i Energy Fellows who are current higher education students or recent higher education graduates with a background in business development, marketing and communications, environmental studies, planning, creative media or other discipline with a passion for Hawai'i's sustainable and clean energy future.

What is Sustainability Initiatives/RISE?

Sustainability Initiatives is one of the (4) core programs of Kupu, a 501c3 non-profit that aims to empower young adults to serve their communities through character building, service learning, and environmental stewardship. Sustainability Initiatives/RISE is a professional development program of Kupu and is focused on building the skillset of higher education students and recent graduates through paid, mentored work experiences in the sustainability sector. These positions are held in collaboration with private, government, and non-profit organizations throughout Hawaii and are dually focused on moving sustainability forward while building an empowered and capable green workforce in Hawaii. Find out more at kupuhawaii.org/sustainability/.

For this fellowship, Kupu Sustainability Initiatives is partnering with Hawai'i Energy (www.hawaiienergy.com)

Position Overview

Start Date:	ASAP January 2017
End Date:	June 30, 2017
Application Deadline:	Midnight December 27, 2016
Position Location:	Honolulu: fellows may be required to work from Hawai'i Energy office/home/school/in the field at times
Education Requirements:	Current higher education student or recent higher education graduate (no more than 2 years since graduation)
Hours:	15-19 hrs/week; schedule can be set on an individual basis within normal business hours (M-F, 8am – 5:30pm)
Salary:	\$15/hour
Benefits:	1 week of unpaid vacation, if requested (dates negotiable)

Fellow Activities

This position seeks a motivated college/university student or recent higher education graduate (no more than 2 years since graduation) to work on energy efficiency related projects. The selected fellow will report to the Sustainability Initiatives/RISE Program Manager at Kupu and representatives from Hawai'i Energy. The Hawai'i Energy Fellow is expected to work closely with this team to perform the following activities by type:

- Hawai'i Energy Business Team's Small Business Direct Install Program (SBDIL)



- Perform post-inspections for lighting projects and other projects as assigned;
- Learn and understand lighting technologies;
- Generate reports on inspected projects for Hawai'i Energy;
- Work with Hawai'i Energy customers to set up meetings and get feedback regarding their satisfaction with work performed;
- Marketing & Communications Program
 - Assist Hawai'i Energy with drafting and distributing online and paper public-facing communications;
 - Assist Hawai'i Energy with outreach and marketing opportunities by hosting booth/table at energy events to informing people about Hawai'i Energy's mission;
- Clean Energy Ally Program
 - Manage phone, email and in-person communications with Clean Energy Allies;
 - Develop draft of verbiage and graphic design for creative media for program;
 - Coordinate outreach meetings with Trade Allies;
- Other duties as assigned

Hawai'i Energy Fellow will work with manager at Hawai'i Energy to determine the degree to which they will prioritize each activity.

The Hawai'i Energy Fellow is required to be/have:

- Enrolled in a community college, undergraduate, or graduate degree; or within 2 years since graduation from one of these higher education institutions;
- Available to start the fellowship in mid- to late-January 2017 and commit to the fellowship until the end of June 2017;
- Able to learn quickly and follow direction with attention to detail;
- Computer savvy with fluency in Microsoft Office and able to conduct advanced internet research;
- Excellent verbal and written communication skills;
- Able to conduct him/herself in a professional manner;
- A team player that works well with others, but able to work independently; and
- Motivation, passion and awareness for local sustainability and clean energy issues and solutions.

The Hawai'i Energy Fellow is preferred to be/have:

- An undergraduate or graduate degree (or working towards a degree) in an interdisciplinary study that may include in business development, marketing and communications, environmental studies, planning, creative media with a cumulative GPA of 3.0 or higher;
- Knowledge and application of social media for marketing and communications purposes;
- A reliable vehicle for transportation to work sites;
- Some work experience (paid or volunteer) in communications, and/or environmental projects; and
- A personal interest in fostering clean energy in Hawai'i



How to Apply

Please complete the application form at: <https://kupuhawaii.wufoo.com/forms/p1rivmux03l4pch/>

The application will require you to submit the following application materials in the form of ONE attachment (either as a word document or PDF) by **midnight on December 27th**:

- Cover letter
- Resume
- Writing sample (between 2 and 3 pages in length) ****Writing samples do not need to be original material created for the application process. Applicants may submit previously drafted professional, academic, or extra-curricular assignments. It is preferable, but not required, that your writing sample demonstrate your knowledge of contemporary clean/renewable energy topics***
- Any additional work attachments that exhibit your ability to excel in the tasks described above (optional)

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

Sustainability Initiatives/RISE Program

Kupu, a Hawaii-based 501c3 non-profit

E: rise@riseHI.org

P: 808-735-1221 ext 2007

Find out more about the Sustainability Initiatives/RISE Program at: kupuhawaii.org/sustainability

“Like” us on Facebook at: www.facebook.com/riseHI