

**Hawai'i Green Growth  
UNLocal2030 Hub  
Local-Global Communications and Outreach VISTA**

## Organizational Overview

**Hawai'i Green Growth (HGG)** is a public-private partnership committed to advancing economic, social, and environmental goals. It is a recognized United Nations Local2030 Hub that scales local sustainability solutions to address global challenges. HGG was formed in response to the 2011 Asia-Pacific Economic Cooperation (APEC) summit to identify green growth priorities and advance a green economy within an island context.

The **Aloha+ Challenge: He Nohona 'Ae'oia** is a statewide commitment to achieving Hawai'i's sustainability goals and serves as a local framework to implement the United Nations Sustainable Development Goals (SDGs). Launched in 2014 by HGG's 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 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 that tracks progress, provides accountability, and ensures 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: <https://www.americorps.gov/serve/american/american-vista>

This is a full-time position that will support Hawai'i Green Growth's work as a UN Local2030 Hub through communications, partner and community engagement, and outreach on local and global sustainability goals. The VISTA will build long-term capacity for partner communications, community engagement and outreach, and new organizational systems to amplify impact, and develop legacy resources to facilitate on-going action on the Aloha+ Challenge.

The Local-Global Communications and Outreach AmeriCorps VISTA position is structured to provide significant work experience in the areas of sustainable development, policy, communications, and outreach 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.

### **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)
- Pass a national service criminal history check
- Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status throughout VISTA service, and holding Deferred Action for Childhood Arrivals (DACA) status.

### **AmeriCorps Compensation and Benefits Package:**

- Living allowance (approx. \$30,000 annually)
  - Segel Education Award (\$7,395) or cash stipend (\$1,800)
  - Relocation Travel Allowance and Settling-In Allowance
  - AmeriCorps VISTA Healthcare Benefits Program
  - Child Care Benefits
  - Professional Development Training
- Full details available at <https://www.americorps.gov/members-volunteers/vista/benefits>

### **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 an office setting in Honolulu, Hawai'i.

## **Major Responsibilities**

### **1. Sustainability Hub and Partnership Coordination:** *Support coordination, administration and communication for Hawai'i Green Growth's local sustainability hub.*

- Correspond with local and global partners regarding joint priorities and initiatives
- 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
- Support relevant writing, reporting and research

### **2. Communications & Outreach:**

- Work with team on media and communications around relevant events, initiatives, and hub activities
- Manage and build out Hawai'i Green Growth's social media accounts
- Work with team to develop and implement community engagement and outreach activities

- Prepare newsletters, materials, and other communications for the local hub
- Support photography, video, materials, and other multi-media communications projects
- Support website updates, news and blog posts, maintenance and content development
- Find us on social media using the following links
  - <https://www.instagram.com/higreengrowth/>
  - <https://www.facebook.com/HIGreenGrowth/>

**3. Project Operations & Legacy:**

- Maintain key master documents, organizational systems and support monthly administration
- Coordinate and update communications materials, photos and relevant databases
- Build relevant tools and resources to support Hawai'i Green Growth's capacity

**4. Resource Development:**

- Identify opportunities for grants and funding partnerships
- Support grant and contract writing, and project reporting
- Develop sustainable member, administrative, and resource systems

**5. Strategic Initiatives:**

- Support development of new initiatives and special projects to benefit low-income communities and advance local-global sustainability goals
- Coordinate meetings, including scheduling, logistics, preparation, and project follow-up
- Support partner engagement and coordination on key projects and network activities

**6. Other duties as assigned**

## **Application Details**

**Please submit your resume and cover letter to the following email address. Position open until filled.**

Email: [info@hawaiiagreengrowth.org](mailto:info@hawaiiagreengrowth.org)

***If you have any questions, please contact:***

Shelley Gustafson, Chief Operating Officer

Email: [shelley@hawaiiagreengrowth.org](mailto:shelley@hawaiiagreengrowth.org)

**More Information**

<https://www.hawaiiagreengrowth.org>

<https://www.islands2030.org/>

<https://alohachallenge.hawaii.gov/>