

Hawai'i Green Growth UNLocal2030 Hub Sustainability Business Forum 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 resilience across Hawai'i. Learn more at: <https://www.americorps.gov/serve/americorps/americorps-vista>

This full-time position supports HGG in network building, partner engagement, and driving progress on shared goals for the Sustainability Business Forum (SBF) and its working groups. The SBF is a voluntary, CEO-led, peer-to-peer initiative that promotes candid dialogue and concrete action to achieve the Aloha+ Challenge and the global SDGs, grounded in island values. The SBF includes approximately 20 diverse businesses representing sectors such as airlines, finance, tourism, and agriculture. Collectively, these businesses represent over \$9 billion in revenue and more than 2,000 employees.

SBF members are committed to driving action toward achieving the Aloha+ Challenge and holding themselves accountable via the [Aloha+ Dashboard](https://www.hawaiigreengrowth.org/working-groups#SBF), which tracks locally and culturally appropriate metrics to measure Hawai'i's progress toward its statewide 2030 goals in education, economy, energy, food, waste, natural resources, and community resilience. To learn more about the SBF please visit the working group page at <https://www.hawaiigreengrowth.org/working-groups#SBF>

The **Sustainability Business Forum AmeriCorps VISTA** position provides significant work experience in sustainable development, policy, communications, and data through hands-on experiential learning. This position offers the opportunity to assume meaningful responsibilities quickly and engage with a

diverse network of local, national, and international partners. This position will work extensively with a wide range of business, government, 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 VISTA cohort.

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.
- Experience with private-sector sustainability initiatives and/or environmental, social and governance metrics (ESG).
- Experience with data management, data visualization and Esri technology.
- Strong writing skills.
- 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. **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 and food, 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:**

- Develop project initiatives for the SBF's priorities in energy efficiency, local food, and/or environmental, social and governance (ESG) metrics.
- Update and maintain SBF member ESG reporting on the Aloha+ Dashboard.
- Maintain key master documents, organizational systems and support monthly administration.
- Build relevant tools and resources to support the SBF'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 per below, position open until filled:

Email: info@hawaiiagreengrowth.org

If you have any questions, please contact:

Shelley Gustafson, HGG Operations & Strategy Director

Email: shelley@hawaiiagreengrowth.org

More Information

<https://www.hawaiiagreengrowth.org>

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

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