

HAWAI'I GREEN GROWTH

UN LOCAL2030 HUB

Mission: Hawai'i Green Growth is a trust-based network organization that drives collective impact through measurable concrete action, inspiring local and global communities to advance regenerative economic, social, and environmental goals.

Hawai'i Green Growth UN Local2030 Hub Watershed Resilience VISTA

Organizational Overview

Hawai'i Green Growth is a public private partnership committed to advancing economic, social and environmental goals, and a recognized United Nations Local2030 Hub that scales local sustainability solutions to global challenges. Hawai'i Green Growth 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'oiia*** 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.

The Watershed Resilience AmeriCorps VISTA will provide capacity-building support for the Ala Wai Watershed Collaboration (AWWC), a multi-sector partnership advancing long-term, community-centered solutions to reduce flood risk, improve water quality, strengthen freshwater security, and enhance community resilience across the Ala Wai Watershed.

This role is focused on partnership coordination, communications, meeting support, documentation, and systems development. The VISTA will help strengthen the organizational backbone of the Collaboration by improving coordination workflows, partner communications, meeting follow-up, and program documentation that can be sustained beyond the VISTA service year.

While the position may interface with technical programs operating in the watershed, the VISTA role is not a direct service or field delivery position, and is designed to build long-term capacity rather than conduct routine implementation work.

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)

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- 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

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. Partnership Coordination (Ala Wai Watershed Collaboration):** Support coordination, administration, and communication for the Ala Wai Watershed Collaboration (AWWC).
 - Correspond with partners regarding joint priorities, initiatives, and meetings
 - Maintain and update partner lists, contact databases, and collaboration reference materials
 - Support coordination across public, private, and community stakeholders engaged in watershed initiatives
 - Support relevant writing, reporting, and research tied to watershed planning and implementation efforts
- 2. Meetings, Notes, and Follow-Up Systems:** Coordinate preparation and follow-up for partnership meetings and strategic events.
 - Prepare meeting agendas, slide decks, and supporting materials
 - Attend meetings and take clear, organized notes
 - Draft and circulate meeting summaries and action items
 - Track follow-up tasks and support timely completion of agreed next steps
- 3. Communications, Outreach, and Documentation:** Support communications that strengthen partner engagement and public awareness of watershed initiatives, along with documentation and reporting related to watershed initiatives and programs operating under the Ala Wai Watershed Collaboration.
 - Support website updates, maintenance, and content development

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- Coordinate and update communications materials, photos, and relevant databases
 - Support partner communications, newsletters, and outreach materials
 - Support event communications (invitations, reminders, follow-ups)
 - Support drafting and editing of program summaries, briefing materials, and partner-facing communications
 - Assist with compiling data, narratives, and supporting materials for reports and presentations
 - Help organize program files, documentation, and reference materials to support continuity and knowledge transfer
 - Support internal coordination to ensure information from watershed activities is accurately captured and communicated
 - Cohost information tables at events
- 4. Project Operations & Legacy:** Build systems and documentation that strengthen long-term organizational capacity.
- Maintain key master documents and organizational systems
 - Build and refine templates, manuals, and repeatable workflows for partnership coordination and program delivery
 - Support project reports and compilation of results
 - Support internal coordination across Ala Wai Watershed Collaboration program areas
- 5. Other Duties as Assigned:** Support additional capacity-building tasks as needed and aligned with AmeriCorps VISTA guidelines. These duties may include:
- Supporting HGG's Follow the Drop Program's
 - Field assessments
 - Reporting
 - Client relations management

Working Conditions

- This year-long position is based in an office setting and occasional field work in Honolulu, Hawaii.
- Occasional accompanied field shadowing may occur for learning and context; independent driving is not required.

Application Details

Please submit your resume and cover letter by March 1st, 2026:

Email: cyrus@hawaiigreengrowth.org

If you have any questions, please contact:

cyrus@hawaiigreengrowth.org

More Information

- <https://www.hawaiigreengrowth.org>
- <https://www.hawaiigreengrowth.org/ftd>
- <https://alohachallenge.hawaii.gov/>
- <https://alohachallenge.hawaii.gov/pages/ala-wai-watershed-collaboration>