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RISE-Hawaii Energy Intern Position Description

What is RISE?

Rewarding Internships in Sustainable Employment (RISE) is an internship program developed to provide Hawaii college students and recent graduates with paid work experiences with different public and private organizations in the State of Hawaii (www.riseHI.org). RISE's mission statement is:

"Leveraging diverse partnerships, RISE's mission is to create a sustainable future and green workforce for Hawaii through paid work opportunities."

Kupu, a 501c3 non-profit organization, is administering this RISE-Hawaii Energy position (www.kupuhawaii.org). Kupu aims to empower young adults to serve their communities through character building, service learning, and environmental stewardship. For this internship, Kupu has partnered with Hawaii Energy (www.HawaiiEnergy.com). Hawaii Energy's mission is to educate, encourage and incentivize the ratepayers of Hawaii to invest in conservation behaviors and efficiency measures to reduce Hawaii's dependence on imported fuels.

Position Overview

Application Deadline:	Midnight on Tuesday, January 10, 2012
Start Date:	Week of January 30, 2012
End Date:	June 29, 2012
Position Location:	Pahoa Intermediate and High School, Hawaii Island; interns may be required to work from home/school/virtual office at times
Education Requirements:	Current college student or recent college graduate (no more than 3 years since graduation)
Hours:	15 hrs/week; schedule can be set based on an individual basis
Salary:	\$15/ hr

Intern Activities

This position seeks a motivated college-level student or recent graduate (no more than 3 years since graduation) to play a leading role in the expansion of energy efficiency projects at Pahoa Intermediate and High School and Keaau High School, at other DOE schools on Hawaii Island, and with the Hawaii Island community. The intern will report to a mentor at Pahoa Intermediate and High School while also working with Keaau High School. The selected intern will be able to leverage work initiated by the RISE Program at other DOE schools. The selected RISE Intern is expected to work closely with Pahoa staff, RISE mentor, and partners to perform the following activities by type:

- School Energy Efficiency Program (85%):
 - Develop and implement energy efficiency projects with Pahoa Intermediate and High School and Keaau High School Green Club students

- Design a program that utilizes Belkin Conserve Insight Energy Cost Monitors in order to inform students and community members on opportunities to reduce energy use in homes and schools
 - Collect data from the energy monitors, which can be used for educational fact sheets on energy efficiency and conservation
 - Develop outreach and communication strategies with the Pahoia Green Club to foster broad awareness of these projects
 - Perform energy efficiency assessments and implement no cost/low cost improvements at Pahoia and Keaau Intermediate/High Schools
 - Lighting upgrades and retrofits will take initial priority, with expansion to other energy efficiency improvements as time allows
 - Document potential and actual savings in a final report. The final report should be an actionable plan, providing additional no-cost, low-cost, and even costly energy efficiency improvements and their potential impacts that may be taken on by the school.
 - Strategize for replication of efforts at other high schools on the Big Island and state-wide
 - Research Hawaii Island DOE schools with active green clubs that could be a fit for similar energy efficiency programs
 - Develop a plan for replication of energy efficiency improvements
 - Compare energy efficiency recommendations made at Pahoia to recommendations already made at other DOE schools to understand reoccurring and replicable actions
 - Work with Hawaii Energy as well as other non-profits, private organizations, community groups, and schools on increasing community awareness of energy efficiency opportunities and impacts.
- Sustainability Seminar Series (10%):
 - Assist in the conception, implementation, and participation in sustainability-related events/trainings as assigned, desired, and available.
 - *Note: The seminar series is intended to compliment work tasks, and may only be attended upon the successful completion of primary work deliverables.*
- Other duties as assigned (5%)

The RISE Intern is required to be/have:

- Enrolled in a community college, undergraduate, or graduate degree; or within 1 year since graduation from one of these higher education institutions;
- Available to start the internship in January 2012 and commit to the internship for approximately six months;
- A personal interest in energy efficiency and greening Hawaii's school system.
- 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 self sufficiently; and
- Motivation, passion and awareness for local sustainability issues, especially energy efficiency and green building

The RISE Intern is preferred to be/have:

- An undergraduate or graduate degree (or working towards a degree) in an interdisciplinary study that may include environmental science, engineering, communications, business, or political science with coursework in green building with a cumulative GPA of 3.5 or higher; and
- Some work experience (paid or volunteer) in an energy-related field, such as green building, conservation, or environmental projects.

How to Apply

Please complete the application form at: <https://kupuhawaii.wufoo.com/forms/rise-application-hawaii-energy-pahoa/>. The application will require you to submit the following application materials in the form of ONE attachment (either as a word document or PDF) before midnight January 10, 2012:

- Cover letter
- Resume
- Writing sample (between 2 and 3 pages in length and discuss one or both of the following topics:
 1. The importance of energy efficiency in Hawaii; and/or
 2. What energy efficiency educational activities you think have the best impact and would like to implement if chosen for the internship.
- Optional: Up to three references

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

Marguerite Harden

RISE Director

Kupu, a Hawaii-based 501c3 non-profit

E: marguerite.harden@kupuhawaii.org

P: 808-697-5638

Find out more about the RISE Program at: www.riseHI.org