



**Sustainable Transportation Coalition of Hawai'i**  
A U.S. DEPARTMENT OF ENERGY CLEAN CITIES COALITION



**POSITION:** Clean Transportation Intern  
**REPORTS TO:** Clean Transportation Lead/STCH Coordinator  
**POSITION TYPE:** Temporary, Part-Time (19 hours/week), Paid Hourly  
**TERM:** June 10-August 23, 2019, with one unpaid week of vacation  
**RATE:** Undergraduate: \$12.00/hour  
Graduate: \$15.00/hour

**SUMMARY:** The Clean Transportation Intern will support the portfolio of projects administered by Blue Planet Foundation that are intended to create a cleaner transportation system in Hawaii. These programs include electric vehicle (EV) ride-and-drive events, the expansion of the EV Expert Certification Program, the development of a Commuter Challenge, and alternative fuel listening sessions. The intern will also help us build strong relationships with local transportation stakeholders for the Sustainable Transportation Coalition of Hawaii (STCH), which is the local U.S. Dept. of Energy Clean Cities Coalition administered by Blue Planet Foundation.

**PRIMARY RESPONSIBILITIES MAY INCLUDE:**

- Identifying potential new STCH stakeholders and establishing first contact to connect them with the Clean Transportation Lead/STCH Coordinator
- Contacting current STCH stakeholders that are due for re-designation and coordinating their continued participation in the coalition
- Developing content for stakeholder communications including the Quarterly Newsletter
- Conducting outreach to automobile dealerships to encourage them to enroll in the EV Expert Certification Program; setting up meetings with dealerships and the Clean Transportation Lead/STCH Coordinator
- Assisting in the planning and hosting of other clean transportation events, including EV ride-and-drive events, the Commuter Challenge, and fleet alternative fuels listening sessions
- Participating in U.S. Dept. of Energy Clean Cities University courses and trainings online to familiarize yourself with clean transportation topics
- Support the Clean Transportation Lead as additional projects arise

**QUALIFICATIONS:**

- Must be attending an undergraduate or graduate degree program from an accredited college or university or be a recent graduate (less than 1 year); preferred study focus in



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Environmental Science, Sustainable Development, Urban and Regional Planning, Communications, Business, Public Relations, or some related field.

- Intern is required to work 19 hours per week; including occasional weekends for events
- Must have reliable transportation to downtown Honolulu
- Awareness of, or strong interest in, sustainability and/or clean transportation issues
- Ability to effectively communicate (verbal and written) in a professional manner
- Excellent organizational skills for handling details and tracking progress
- The ability to complete projects from beginning to end efficiently with minimum amount of supervision
- A proactive and positive attitude, flexibility, teamwork, and a high degree of initiative

**PREFERRED QUALIFICATIONS:**

- Experience in communications or outreach
- Experience having planned and executed events
- Experience developing communications, such as newsletters or visual aids

**APPLICATION DETAILS:**

Please send cover letter and resume as a PDF attachment to [lauren@blueplanetfoundation.org](mailto:lauren@blueplanetfoundation.org). Please indicate "Clean Transportation Intern" in the subject line. Applications due by 5p (HST) on Friday, May 24<sup>th</sup>.