

Job Title: Clean Transportation Intern

Reports to: Clean Transportation Director

Position Type: Temporary, Full-time (40 hours/week), Paid hourly

Term: Approx. June 1-August 14, 2020 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 reduce Hawaii's reliance on petroleum in the transportation sector. These include the Electric Vehicle (EV) Expert Certification Program, EV ride and drive events, the Oahu Commute Challenge, and fleet 'listening sessions.' The intern will support the efforts of the Sustainable Transportation Coalition of Hawaii (STCH), which is the local U.S. Dept. of Energy Clean Cities Coalition administered by Blue Planet Foundation that is working to reduce our reliance on petroleum in the transportation sector.

Key Projects May Include:

- Draft and finalize the STCH quarterly newsletter
- Conduct dealership and sales associate outreach for EV Expert Certification on Oahu and Maui, to take place in July and August; assist with those trainings
- Manage online communications with current EV Experts to encourage re-certifications
- Contact fleets and transportation organizations to identify potential new coalition stakeholders, and contact current stakeholders as necessary for stakeholder renewals
- Develop workplace charging program including presentation and outreach materials, to be later finalized and delivered to local workplaces to encourage installation of EV chargers
- Assist in the planning of fall 2020 events including National Drive Electric Week EV ride and drive events and fleet listening sessions
- Completion of Clean Cities University webinars, trainings, certificates, or other activities
- Attend STCH Advisory Board meetings
- Execution of other tasks as needed

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 areas of study include Environmental Science, Sustainable Development, Urban and Regional Planning, Communications, Business, Public Relations, or some related field.
- Intern is required to work 40 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 planning or executing events
- Experience developing communications materials, such as newsletters or visual aids

Application Details:

Please send cover letter and resume as a PDF attachment to lauren@blueplanetfoundation.org. Please indicate "Clean Transportation Intern" in the subject line. Applications due by 5p on Monday, March 30, 2020.