Position:
*Sustainable & Resilient Communities Intern* – This internship position is available in the City and County of Honolulu (“City”) Office of Climate Change, Sustainability and Resiliency (“CCSR”) during the Summer 2019 semester. The intern will work under supervision of the City’s Deputy Chief Resilience Officer between May 20, 2019 and August 23, 2019 (exact dates to be set around school schedule). For the Summer semester only, the unpaid internship can be part-time (20-25 hours per week) or full-time (35-40 hours per week). The internship is open to college undergraduates who have completed at least three years of studies, graduate students, and recent college graduates (within one year of graduation).

Organization description:
CCSR was established by a City Charter amendment in 2016 with overwhelming approval by Oʻahu voters. As mandated by Charter, CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protect the coastal areas and beaches, and developing resilient infrastructure in response to the effects from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City’s Climate Change Commission.

Position description:
CCSR is seeking an energetic, well-organized, and self-motivated intern to assist with office research, analysis, writing projects, and outreach. This is a unique opportunity for college-level or recently graduated students interested in gaining policy experience as they will learn about, and become familiar with, the broad range of programs and initiatives that CCSR is working on. Internship responsibilities may include, but are not limited to:

- Analysis and advice – research public policy issues, assess qualitative and quantitative data, organize and synthesize information, present research concisely and effectively, and make policy recommendations;
- Participation – attendance at City Council meetings, legislative hearings, and other county, State, and Federal government/agency meetings;
- Outreach – engage and present to community groups and organizations, City departments, external agencies, and CCSR partners;
- Constituent engagement – organize constituent inquiries, seek appropriate sources to answer questions, draft written responses, and analyze constituent data.

Qualifications:
Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: environmental policy, environmental science, public policy/administration, urban or regional planning, economics, finance, political science, communications, public relations, transportation policy, emergency/disaster management, or sustainable development. Successful applicants must have excellent writing, communication, and presentation skills. Experience with policy research and analysis and developing policy recommendations is also preferred, but not required.
Applicants must be able to communicate complex policy issues clearly and concisely to members of the public in both written and verbal forms. Applicants must be comfortable working independently and organizing projects. Applicants should have a strong background using Microsoft Word and Excel (to perform basic analysis and organize information), and be comfortable with PowerPoint, including developing presentations. Compelling examples of these skills could include managing complex projects; analytical work balancing bold ideas with attention to detail; successfully gaining the support of independent stakeholders; and demonstrated leadership in the applicant’s current field of work or studies.

Candidates for the Summer semester must be available to intern at least 20 hours per week (with a maximum of 40 hours per week). Internships with CCSR are volunteer (unpaid) positions.

**To apply:**
To apply, please send a 1-2 page cover letter, current resume, and at least two current references to resilientoahu@honolulu.gov. Please highlight aspects of your experience that are relevant for this position, including volunteer service, and explain why you are interested in working with the City and County of Honolulu and CCSR. Also indicate the time frame in which you are seeking to intern with CCSR.

**Deadline:**
Applications for the Summer 2019 semester will be accepted until all internship positions are filled or April 8, 2019.