



**CITY & COUNTY OF HONOLULU**  
**KULANA KAUAHALE A KALANA O HONOLULU**  
**OFFICE OF CLIMATE CHANGE, SUSTAINABILITY & RESILIENCY**  
**KE KE'ENA LOLI ANIAU, MĀLAMA 'ĀINA A ME KE OLA LOA**

**Position: Climate Adaptation Specialist** (Planner V – SR24)

**Organization summary:**

We are looking for a talented individual to join our dynamic team to build a resilient island community in the face of challenge and change. The City and County of Honolulu (“City”) [Office of Climate Change, Sustainability and Resiliency](#) (“CCSR”) was established by a City Charter amendment in 2016 with overwhelming approval by O’ahu voters. Per City Charter and [Ordinance 20-47](#), 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, protecting 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:**

This full-time position will manage and implement projects and actions for the Adaptation Program and reports to the Coastal and Water Program Manager. The position is responsible for implementing priority actions to strengthen O’ahu’s resilience to sea level rise, heat, drought and wildfire, flooding, and hurricanes as outlined in the City’s climate adaptation strategy, [Climate Ready O’ahu](#).

**Duties and responsibilities:**

- Implements new and innovative strategies as outlined in the City’s Climate Ready O’ahu adaptation strategy and programs to maximize climate resilience for the City and for the broader O’ahu community.
- Develop programs and structures to strengthen relationships between community and key City stakeholders for equitable climate adaptation policies, plans and projects. Seeks input from key stakeholders and community members on relevant resilience projects, policies or plans to ensure diverse stakeholder input.
- Independently seeks, researches, and collaborates with other staff to write grant applications to secure program and project funding, and compiles and analyzes data to support program goals, grant applications, and grant reporting requirements.
- Independently serves, and may be assigned to serve, on committees or as CCSR liaison to other government agencies, NGOs, and community groups in addressing and solving problems relating to climate resilience and adaptation.
- Oversees relevant consultant contract, interns, or fellows, as needed.
- Creates and delivers communications about the adaptation work of the City to community members, media, partner agencies, and/or through CCSR communication channels (website, social media, newsletter, etc.).
- Supports CCSR’s delivery of adaptation and sustainability reporting by gathering, tracking and analyzing relevant City and Community-wide data.
- Performs other related duties as may be assigned.

## Minimum Qualifications:

- At least two years of experience working local or state government, climate change resilience, city or regional planning, environmental science, hazard mitigation, or a related field
- Education and experience substantially equivalent to a bachelor's degree in City, Community, Environmental, or other Planning; Environmental Science; Law; Sustainability; Public Administration; Public Policy or related field(s) from an accredited university
- Familiarity with land use in Hawai'i including how it applies to community resilience, climate change adaptation, and resource management
- Excellent writing, communication, and public presentation skills with strong attention to details.
- Ability to synthesize technical information from diverse sources and to convey this information clearly and concisely in written, verbal, and visual forms to various stakeholders
- Ability to multi-task and organize projects in a professional and concise manner, often with short timelines
- Comfortable working independently and as part of a team in a fast-paced environment, such as in an executive-level government office
- Ability to think creatively to identify potential solutions to complex problems
- Strong written and verbal communication skills for effective messaging with individuals, the public and/or representatives of government agencies
- Strong background with Microsoft Office Suite and Google Drive

## Desired Qualifications:

- Successive work experience in any combination of grant management, public or business administration, insurance, emergency management, financial or program compliance, environmental, floodplain management, flood or hazard mitigation, project management, or planning
- Deep commitment to equity and climate resilience on O'ahu
- Background in mapping, GIS, and geospatial analysis
- Experience with policy formation, research, and analysis
- Experience with program planning and management, and managing projects in a team setting, including developing project plans and managing timelines

## Compensation:

Starting salary ranging between \$71,016 – \$79,872 annually, plus full [City benefits](#).

## To apply:

To apply, please send a 1-2 page cover letter, current resume, a relevant writing sample or work product, and list of three current references to [resilientoahu@honolulu.gov](mailto:resilientoahu@honolulu.gov). Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and CCSR.

## Deadline to apply:

Applications will be accepted until the position is filled, but at least until **November 1, 2024**. Applicants are encouraged to submit their materials as soon as possible as they will be reviewed on a rolling basis.

## Questions?

Reach out to us at [resilientoahu@honolulu.gov](mailto:resilientoahu@honolulu.gov).

*[Benefits](#) of City employment include 21 days of vacation, 21 days of sick leave and 13 paid holidays annually, Employees Retirement System, medical, dental and vision coverage, possibilities for hybrid (some in-person and part-time remote) work within the State of Hawai'i, and much more!*