



**Opportunity Announcement:** Internship

**Position:** Vibrant Hawai'i Ambassador

**Supervisor:** 'OAKA Coordinator

**Compensation:** \$22.50/hour

**Employment Category:** Part-time, Non-Exempt, Temporary

### **Organization Summary**

Vibrant Hawai'i is a community building organization that was formed in 2018 to advance equity and agency for all Hawai'i Island residents. Our goal is to create conditions to awaken and exercise kuleana, dismantle silos, and raise our collective will to take action together.

Vibrant Hawai'i serves the role of convener, facilitator, and intermediary. We provide process, structure, and resources to initiatives that are envisioned and executed by our community and for our community.

Hawai'i Island residents from all districts and sectors work collaboratively to address complex and dynamic issues with emergent strategies that reflect native intelligence. The actions of our island wide network coalesce through Streams: Economy, Education, Health and Wellbeing, Hawai'i Island Housing Coalition, the Resilience Network, and 'OAKA.

It is important for candidates to have a deep understanding of the nature of Streams to be successful in the Vibrant Hawai'i workplace culture. Streams emerge from a common source and flow forward, responding to changes in the environment and carving new paths forward. Ambassadors need to be like streams - able to move forward despite changes in the work environment to effectively respond to dynamic and emergent community needs and initiatives.

### **Opportunity Summary**

The Vibrant Hawai'i Ambassador is a 4 month work based learning intensive program designed for opportunity youth and graduates taking a "gap year" who care deeply about Hawai'i Island and want to build skills and develop practices that will support career goals in public service, social services, and organizational leadership.

Our goal is to provide Ambassadors an experience of working with and for the community, to develop capacity to stretch beyond their comfort zone: build courage, "wipeout", and apply learning, and to build character that is able to lead and follow through dynamic and complex conditions.

We acknowledge that this may be the first formal employment for Ambassadors, and the program infuses support to develop acquisition of workplace skills, such as completing tasks on time, planning



and proofreading before execution, evaluation to inform future action, workplace communication, brand awareness and being a brand ambassador, event planning and support, and network building.

Ambassadors will gain both leadership and workplace experience by supporting the activities of Vibrant Hawai'i Streams. To learn more about our work, visit [www.vibranthawaii.org](http://www.vibranthawaii.org).

### **The ideal candidate**

1. Is vibrant: positive, hopeful, energetic, of the highest integrity, and possesses sound judgment. The candidate understands that Vibrant Hawai'i is a goal oriented and community focused organization, and the candidate will not demand high amounts of staff time to work through issues that are personal in nature, and will not add to the workload of others by requiring facilitation of interpersonal conflict.
2. Is a contributor and collaborator: excited to work alongside passionate, mission-oriented staff and community to develop, execute, and achieve ambitious goals in a fast paced environment.
3. Is of Hawai'i: grounded in native Hawaiian and local Hawai'i island culture.
4. Is committed: will prioritize the internship, demonstrate consistency and reliability.
5. Is curious: able to maintain a sense of safety and optimism amid difficult conversations that may challenge one's ideas, biases, assumptions, and worldview.
6. Is courageous: willing to stretch beyond one's comfort zone to learn and grow.

### **Responsibilities**

1. Support the advancement of 'OAKA: 'Opio Alliance for Kuleana Advancement. This may include, but is not limited to planning and facilitating an annual Youth Summit, designing and implementing Adulting 101 workshops, writing articles for the 'OAKA newsletter, representing Vibrant Hawai'i at community events in support of youth, and presenting and training on youth focused certifications.
2. Support the network of Resilience Hubs. This may include, but is not limited to attending Hub meetings virtually or in person and taking notes, supporting the activities of Hubs through food and supply distributions, designing social media posts and flyers, and writing newsletter articles.
3. Support the Vibrant Hawai'i Streams. This may include but is not limited to providing tech support in Zoom meetings, leading participants through the Vibrant Hawai'i Grounding Statement, assisting Stream Chairs with the development and dissemination of meeting agendas, and supporting Core Teams with note taking and meeting invites and reminders.
4. Support Vibrant Hawai'i's Iwikuamo'o (Administration). This may include but is not limited to writing articles for the newsletter, attending community meetings and representing the organization, photo documentation of events, participating in pilot and demonstration projects, disseminating and collecting surveys and evaluations, and participating in team building and learning opportunities.



### **Required Qualifications**

1. Graduate of a Hawai'i Island high school.
2. Possession of a valid Hawai'i driver's license, current auto insurance, and reliable transportation.
3. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

### **Work Environment**

1. Hybrid: Remote + VH office
2. Hours: Monday - Friday, between the hours of 8:30AM and 2:30PM, with some evenings and weekends to support community events.
3. Ambassadors can expect to work approximately 20 hours a week with up to 25% of hours spent conducting presentations and workshops at local intermediate and high schools.

**How to apply:** Interested candidates should email the following to [oaka@vibranthawaii.org](mailto:oaka@vibranthawaii.org) no later than February 1st, 2024:

1. Cover letter.
2. Resume. Include 1 personal or 1 professional reference.



**Position:** 'OAKA Youth Trainer

**Stipend:** \$550

### **Organization Summary**

Vibrant Hawai'i is a community building organization that was formed in 2018 to advance equity and agency for all Hawai'i Island residents. Our goal is to create conditions to awaken and exercise kuleana, dismantle silos, and raise our collective will to take action together.

Vibrant Hawai'i serves the role of convener, facilitator, and intermediary. We provide process, structure, and resources to initiatives that are envisioned and executed by our community and for our community.

Hawai'i Island residents from all districts and sectors work collaboratively to address complex and dynamic issues with emergent strategies that reflect native intelligence. The actions of our island wide network coalesce through Streams: Economy, Education, Health and Wellbeing, Hawai'i Island Housing Coalition, Resilience Hubs, and 'OAKA.

It is important for candidates to have a deep understanding of the nature of Streams to be successful in the Vibrant Hawai'i workplace culture. Streams emerge from a common source and flow forward, responding to changes in the environment and carving new paths forward. Ambassadors need to be like streams - able to move forward despite changes in the work environment to effectively respond to dynamic and emergent community needs and initiatives.

### **Program Summary**

'Oaka means to open, sprout, and flash. It signifies new beginnings; an upheaval of energetic motion like that of lightning. 'OAKA is also an acronym for 'Ōpio Alliance for Kuleana Advancement — a youth designed and led coalition that advances equitable opportunities for Gen Z on Hawai'i Island to build capacity and activate their agency as change makers. 'OAKA aims to address the opportunity gap that exists for many youth and young adults that hinder employment mobility, reduce civic engagement, and deepen inequity. The program invites youth to participate, invests in youth's ability to contribute, and increases youth's opportunity to lead by offering experiences that empower them to embrace their kuleana, unlock their potential, and lead with aloha, turning today's 'Ōpio into tomorrow's alaka'i.

### **Opportunity Summary**

Vibrant Hawai'i is seeking dynamic and motivated youth (age 18-24) to join our 'Ōpio Alliance for Kuleana Advancement ('OAKA) as Youth Trainers. In this role, you will have the opportunity to empower your peers by delivering Adulting 101 workshops to youth and young adults aged 14-24. Facilitators may be invited to join the current cohort of Vibrant Hawai'i Ambassadors to support their presentations



and/or work directly with the 'OAKA Coordinator to schedule presentations of their own.

Workshops may include but are not limited to:

- Hands-Only CPR & AED Training
- Fentanyl Awareness & Narcan Training
- Mālamalama
- The Art of Interviews
- Teen CERT

**Deliverables:**

1. Advocate for the importance of life skills education and achieve the mission of creating opportunities for youth and young adults to develop skills beyond the traditional academic curriculum.
2. Gain expertise in a minimum of two workshop themes/topics by learning and mastering the material.
3. Conduct a minimum of three Adulting 101 workshops for youth aged 14-24 every month.
4. Print supplemental materials (handouts, packets, etc) as needed.
5. Distribute and collect media release forms to youth and their caregivers in a timely manner.
6. Coordinate with 'OAKA Core Team to pick up and drop off workshop supplies (e.g, CPR mannequins).
7. Document workshops through photographs.
8. Collect Hikalo'i (self-evaluation) data at the end of each workshop to assess effectiveness and impact.
9. Collaborate with Vibrant Hawai'i Ambassadors to enhance workshop materials and design through the completion of After Action Reviews (AAR) following each workshop.
10. Participate in meetings (as needed) to review the impact and outcomes of workshops.
11. Provide a detailed summary of monthly workshops to be featured in the 'OAKA newsletter and grant reports.

**The ideal candidate:**

1. Is enthusiastic and passionate about empowering youth.
2. Has strong communication and presentation skills.
3. Has knowledge or willingness to learn about Adulting 101 Workshop themes and topics.
4. Has the ability to work collaboratively in a team and independently.
5. Has facilitated or participated in an 'OAKA Adulting 101 workshop before.

**Required qualifications:**

1. Access to reliable transportation to and from the workshop site.
2. In accordance with tax regulations, candidates who earn over \$600 in compensation for services



provided are required to obtain a General Excise (GE) license and file a Form 1099 with the appropriate tax authorities. This process ensures compliance with tax laws and facilitates the reporting of income for both the payer and the recipient. If your earnings meet or exceed the \$600 threshold, it is your responsibility to obtain the necessary GE license and submit a completed Form 1099 as required by law. We recommend consulting with a tax professional for guidance on fulfilling these obligations.

**How to apply:** Interested candidates should email the following to [amyli@vibranthawaii.org](mailto:amyli@vibranthawaii.org).

1. Cover letter. Include the community/communities you're most interested in serving.
2. Resume. Include 1 personal or professional reference.



**Position:** 'OAKA Council Member

**Stipend:** **\$120 per meeting**

### **Organization Summary**

Vibrant Hawai'i is a community building organization that was formed in 2018 to advance equity and agency for all Hawai'i Island residents. Our goal is to create conditions to awaken and exercise kuleana, dismantle silos, and raise our collective will to take action together.

Vibrant Hawai'i serves the role of convener, facilitator, and intermediary. We provide process, structure, and resources to initiatives that are envisioned and executed by our community and for our community.

Hawai'i Island residents from all districts and sectors work collaboratively to address complex and dynamic issues with emergent strategies that reflect native intelligence. The actions of our island wide network coalesce through Streams: Economy, Education, Health and Wellbeing, Hawai'i Island Housing Coalition, Resilience Hubs, and 'OAKA.

It is important for candidates to have a deep understanding of the nature of Streams to be successful in the Vibrant Hawai'i workplace culture. Streams emerge from a common source and flow forward, responding to changes in the environment and carving new paths forward. Ambassadors need to be like streams - able to move forward despite changes in the work environment to effectively respond to dynamic and emergent community needs and initiatives.

### **Program Summary**

'Oaka means to open, sprout, and flash. It signifies new beginnings; an upheaval of energetic motion like that of lightning. 'OAKA is also an acronym for 'Ōpio Alliance for Kuleana Advancement — a youth designed and led coalition that advances equitable opportunities for Gen Z on Hawai'i Island to build capacity and activate their agency as change makers. 'OAKA aims to address the opportunity gap that exists for many youth and young adults that hinder employment mobility, reduce civic engagement, and deepen inequity. The program invites youth to participate, invests in youth's ability to contribute, and increases youth's opportunity to lead by offering experiences that empower them to embrace their kuleana, unlock their potential, and lead with aloha, turning today's 'Ōpio into tomorrow's alaka'i.

### **Opportunity Summary**

The Ambassador Alumni Council consists of Vibrant Hawai'i graduates who demonstrate an ongoing commitment to the mission and vision of 'OAKA. Council members will commit to participating in 3-4 in-person strategic planning meetings to review 'OAKA's impact and inform the trajectory of future Ambassador cohorts and program initiatives.



## **Responsibilities**

1. Participate in at least 75% of Alumni Council meetings.
2. Review and analyze recent Hikaloi and After Action Review data.
  - a. Data will reflect 'Ōpio at different levels of engagement including: Adulting 101 workshop participants, Youth Facilitators, and the current cohort of Ambassadors.
3. Provide Insightful Input on Program Improvements
  - a. Council members are entrusted with offering constructive feedback and insightful suggestions for enhancing the overall quality and impact of 'OAKA. By drawing on their firsthand experiences as program alumni, members contribute to the continuous improvement of initiatives, ensuring they align with the evolving needs of youth on Hawai'i Island.
4. Share Personal Experiences as Alumni
  - a. Council members are encouraged to share their personal journeys and experiences as alumni, providing valuable insights that contribute to a deeper understanding of the program's transformative effects.
5. Offer Mentorship to Current Ambassadors
  - a. Recognizing the importance of mentorship in personal and professional development, council members may take on the role of mentors or guest speakers to current Ambassadors. This mentorship provides guidance, support, and a connection to a network of experienced individuals who have successfully navigated the program and beyond.
6. Engage in Collaborative Decision-Making
  - a. Actively participating in collaborative decision-making processes, council members contribute to the overall governance of the Ambassador Alumni Council. This involvement ensures that decisions are reflective of diverse perspectives and aligned with the overarching objectives of 'OAKA.
7. Contribute to the Development of Program Initiatives:
  - a. Council members have the opportunity to shape the future of 'OAKA by actively contributing to the development of new program initiatives. Their input helps in identifying innovative approaches, addressing emerging challenges, and ensuring the program remains dynamic and relevant.

## **Required qualifications:**

1. Access to reliable transportation to and from the workshop site.
2. In accordance with tax regulations, candidates who earn over \$600 in compensation for services provided are required to obtain a General Excise (GE) license and file a Form 1099 with the





appropriate tax authorities. This process ensures compliance with tax laws and facilitates the reporting of income for both the payer and the recipient. If your earnings meet or exceed the \$600 threshold, it is your responsibility to obtain the necessary GE license and submit a completed Form 1099 as required by law. We recommend consulting with a tax professional for guidance on fulfilling these obligations.

**How to apply:** Candidates will be contacted by the 'OAKA Coordinator directly.

First Quarter (Q1): January 1 to March 31

January 22-26

Second Quarter (Q2): April 1 to June 30

June 24-28th Ambassador Cohort

Third Quarter (Q3): July 1 to September 30

August or September - To plan for Youth Summit

Fourth Quarter (Q4): October 1 to December 31

December 16-20th