



Participant Position Description

Kupu 'Āina Corps 2024-2025 Program Term

Position Title	Kupu Participant – Clean Energy Wayfinder
Type of Position	Full Time up to 40 hours per week
Host Site	2860 – Hawai‘i State Energy Office - Hawai‘i State Energy Office Clean Energy Wayfinders
Island/Area	Hawai‘i State Energy Office. Participants will be spending most of their time working from home, out in the community working with community members and events, or at their respective county energy offices.

Hours (may vary)
 Full-time, 40 hours per week. Typically Monday-Friday following the hours of the Hawai‘i State Energy office or other hosting organizations. Wayfinders may be expected to attend community events or meetings in the evenings or on weekends, with hours adjusted accordingly. Wayfinders will be expected to attend periodic training workshops on O‘ahu throughout the year, which will be organized and paid for through HSEO.

Duties/Expected Position Description

Organization Description:
 The Hawai‘i State Energy Office (HSEO) was established under HRS 196-71 to promote energy efficiency, renewable energy, and clean transportation for a resilient clean energy economy. Under HRS 196-72(d)(1) one of the primary duties of HSEO is to formulate, analyze, recommend, and implement specific policies, strategies, and plans in coordination with public and private sector stakeholders to cost-effectively and equitably achieve the state's energy goals. HSEO focuses on five primary service areas: education, outreach and engagement; strategy and thought leadership; program design and implementation; analysis and reporting; data collection and sharing; and regulatory support. The Clean Energy Wayfinders program supports HSEO’s mission and coordination duties by hiring and training individuals in communities throughout Hawai‘i who share information and gather community input regarding important energy matters. - Why We Do It - Reliability: ensure a reliable energy infrastructure and supply for all Hawai‘i homes and businesses to support quality of life, today and tomorrow. Security: ensure the viability of our energy systems that support our economy and communities. Resilience: minimize the consequences of energy disruptions and enhance recovery time to keep our local economies and communities thriving. Stewardship: strategically transition to clean, renewable energy resources to protect our environment and preserve our resources for today’s and future generations, and improve energy affordability and security.

Responsibilities & Duties:
 The Clean Energy Wayfinders are community energy navigators who help Hawai‘i residents, primarily in underserved and vulnerable communities, better understand and participate in Hawai‘i’s equitable renewable energy transition. Wayfinders work in the intersection of community, government, and the energy industry to build strong relationships and two-way communication channels, understand and facilitate discussions between different perspectives, and increase the accessibility of energy conversations. Many priority energy topics, including energy affordability and the importance of firm power generation, will need a new wave of trained professionals like the Wayfinders who can help bring people together to create better energy solutions. Wayfinders will: share information with community members about clean energy topics to build foundational knowledge and equip community members to participate in energy planning and decision-making conversations; establish and maintain two-way communication channels between community members, HSEO, and other energy industry stakeholders;

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develop physical and digital educational materials about priority energy topics; connect community members with programs and resources to help reduce energy consumption and improve energy efficiency in community facilities and homes; perform energy conservation, efficiency, renewable energy, and clean transportation gap analyses for their focus communities; conduct community engagement strategic planning; support community-led energy initiatives; support the outreach and engagement for federally funded programs including the HOMES and HEAR programs led by HSEO; connect students and community members with clean energy job opportunities; and recruit and recognize local small businesses for their sustainable practices through the Hawai'i Green Business Program. The Clean Energy Wayfinders program is housed within HSEO's Jobs and Outreach Branch and supports HSEO's mission to promote energy efficiency, renewable energy, and clean transportation to help achieve a resilient clean energy economy. The Clean Energy Wayfinders Coordinator will serve as the primary supervisor and will support the Wayfinders in all aspects of their roles and responsibilities including leading daily/weekly check-ins with individuals or the cohort, training and education, supporting community energy initiatives, statewide coordination of Wayfinders and their communities, and connecting Wayfinders with resources and experts within the energy industry or government. Wayfinders also work closely with local community organizations including a lead organization(s) that supports community coordination of energy discussions and planning. Wayfinders will have the opportunity to support many ongoing priority energy programs and initiatives that are identified by their communities, HSEO, and/or their counties. Wayfinders can also develop and initiate their own projects which align with their skills, interests, and community priorities.

Host Site Environment:

Wayfinders will spend most of their time in communities, in county energy offices, and the Hawai'i State Energy office, and may also work remotely from their home. They may be in urban, suburban, or rural communities, and will not be expected to traverse rough terrain or stay outside in extreme weather. HSEO will seek to reimburse the Wayfinders for their travel expenses through this program.

Education: Associate's Degree or Trade School Diploma

Qualifications:

Resident of Hawai'i with demonstrated understanding and preferably experience living or working in low-to-moderate income, ALICE (Asset Limited, Income Constrained, Employed) and vulnerable communities. Demonstrates commitment to clean energy, equity, and climate justice in support of Hawai'i's communities. Demonstrates excellent in-person and digital communications skills. Strong active listening skills. Strong analytical, organizational, and writing skills. Ability to take initiative and share new ideas. Some experience in clean energy, education, public outreach, social services, community organization, or related fields. Has stable and consistent internet access to enable teleworking as needed, use video conference tools and communicate through email in a timely, professional manner. Proficiency in Microsoft Office applications including Teams, Outlook, Word, PowerPoint, and Excel. Completion of the equivalent of an Associate's degree from an accredited community college or commensurate experience. Letters of recommendation including from a trusted community organization or community leader.

Authorization

This agreement may be changed or revised only by written consent by both parties. The participant and Program hereby acknowledge by their signatures that they have read, understand, and agree to all

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terms and conditions of this agreement. (If the participant is under 18 years of age, the participant's parent or legal guardian must also sign).

Print Participant Legal Name

Participant Signature

Date

Print Parent/Legal Guardian Name (if under 18)

Parent/Legal Guardian Signature (if under 18)

Date

Kristina Kornegay

Print Kupu Staff

Kupu Staff Signature

Date

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