

Kapolei Local Emergency Action Network ('KLEAN') Emergency Planning and Response Internship

Working Title: KLEAN Intern

Length of Term: Temporary with the potential for extension based on performance.

Estimated Hours: Approximately 10 hours a week.

General Description: The Kapolei Local Emergency Action Network is currently accepting applications for an intern. This competitive internship is open to any undergraduate interested in the Emergency Management discipline, and is pursuing a degree to which this position may be relevant. The selected candidate will gain experience in Emergency Management planning, have an opportunity to work with local government agencies and network with industry leaders. Intern will be required to work remotely.

Essential Duties and Functions:

- Officers and Board of Directors
 - Provide general administrative assistance to the Officers and Board of Directors.
 - Assist the President with the preparation of handouts for the board meetings.
- Membership
 - Maintain CLEAN membership list
 - Manage NIXLE user list
- Website
 - Assist with CLEAN website development and maintenance
- Miscellaneous Activities and Duties
 - Support emergency training, exercise planning and drills.
 - Conduct periodic surveys of membership, as directed by Officers and Board of Directors, to identify member needs and solicit suggestions regarding organization services and values.
 - Any other activity or duty which is contingent upon discussion and agreeable decision reached by President and independent contractor.

Periodic Duties:

- Attend Board Meetings (currently set monthly for 2-3 hours)
- Meet with Board Members and planning committees

Skills: This position requires the ability to collect, review, categorize, and prioritize data and information. Additional qualifications include the ability to compile information into a written document in a clear articulate manner and interpret instructions furnished in written, oral or schedule form from agencies and BOD. Strong computer skills required. Must be able to effectively use Microsoft Office and have the ability to maintain CLEAN website.

Compensation: Starting at \$13/hour.

Education: Must be a current student with the University of Hawaii system with a minimum Grade Point Average (GPA) of 3.0 and have completed at least one year of coursework in a recognized Emergency Management degree program.

References: Criminal background check is required.

Candidates meeting the above qualifications please send a cover letter, resume and writing sample via email to Jennifer Metrose at jmetrose@alohaqas.com .