



ClimbHI Internship

Position Description and Responsibilities:

The Internship with ClimbHI is an exciting role that provides an opportunity to gain exposure to many businesses in Hawaii while assisting with ClimbHI initiatives that include: ClimbHI Bridge, ClimbHI Service Excellence Certificate, and Leadership Exploration Inspiration Program. The internship can involve work in the following areas as we customize experiences for each selected intern: event planning and management, social media and website needs, public relations, marketing, solicitations, training, budgeting, portal management, and many other areas.

Required Skills:

- Business-oriented with high integrity; displays initiative and innovation; exercises sound judgment
- Results-focused
- Basic knowledge and understanding of Microsoft Office Suite (i.e. Word, Excel, PowerPoint, etc.)
- Good time management and follow-up skills
- Ability to multi-task effectively; must be able to change gears quickly without skipping a beat
- Presents ideas and directives clearly and persuasively; actively listens when spoken/presented to
- Ability to effectively communicate to various levels and through a variety of communication channels
- Able to work independently as well as be a team player
- Positive attitude and eager to learn new skills

Other Requirements:

- Voluntary opportunities to travel to the outer islands for events with all travel expenses covered.
- Internships will run from January 13, 2023, through May 30, 2023. Hours are flexible with a minimum of 8 hours required each week.
- The intern is responsible for transportation for in-person meetings.

Deadline: January 27, 2023.

Application Requirements: Submit a cover letter addressing your interest in the internship along with a resume.

Email cover letter and resume to info@climbhi.org.

Questions: Email info@climbhi.org

For more information on ClimbHI, visit <https://climbhi.org> or www.facebook.com/ClimbHI

*Due to Covid-19 pandemic, ClimbHI continues to follow the CDC Guidelines. Follow the link for more information:
<https://www.cdc.gov/>