



hui o ko'olaupoko

Protecting ocean health by restoring the 'āina: mauka to makai

INTERNSHIP PROGRAM

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Hui o Ko'olaupoko Program Overview

Hui o Ko'olaupoko (HOK) is a 501(c)3 non-profit watershed management group established in 2007 to work with communities to improve water quality through *ecosystem restoration and storm water management*, focusing specifically in the Ko'olaupoko region of O'ahu – from Makapu'u to Kualoa. HOK implements innovative, on-the-ground projects that effectively manage and protect water quality and natural resources in Hawai'i. **HOK's mission is to protect ocean health by restoring the 'āina: mauka to makai.**



Due to human interaction with the island's environment, the native ecosystem has been significantly altered over the course of thousands of years. For example, invasive plants and animals dominate our forests; the path of streams has been altered through dams, diversions, channelization and/or flood mitigation projects; stream banks are eroding; impacts from livestock grazing and agricultural practices, all leading to degraded water quality, impairment of aquatic habitats and species migration, loss of native flora, etc. All of these activities cumulatively impact water quality along all reaches of stream systems, and ultimately, the near-shore environments of our oceans.

Hui o Ko'olaupoko projects include but are not limited to two major program categories:

Watershed Restoration & Stormwater Management:

Watershed Restoration

Watershed restoration activities include:

- Land clearing and weeding to remove invasive plant species
- Replanting with native vegetation
- Erosion control practices
- Fencing to keep out nuisance animals

HOK works with community volunteers who dedicate their time to restore and maintain some very beautiful and special restoration project sites.

Our current restoration projects are:

- **Hakipu'u Stream Restoration**
- **He'eia Estuary Restoration**
- **Kaha Garden**



Stormwater Management

Stormwater is the result of precipitation in which the water that does not infiltrate into the ground becomes surface water runoff that enters into streams and the ocean, in many cases, via the storm sewer system often picking up several pollutants along the way. In a natural system, stormwater either infiltrates into the ground or is absorbed by vegetation. **HOK aims to treat our precious rain water as a resource rather than a waste.** HOK implements projects that mimic natural systems - which capture, store and infiltrate stormwater, which recharges our ground water aquifer and prevent polluted runoff from entering our streams and ocean. Some of our current stormwater projects include:

- **Residential Rain Gardens**
- **Windward Community College Low-Impact Retrofit**
- **Popoi'a Street Stormwater Management Project**



Internship Descriptions

Hui o Ko'olaupoko Internship Program has openings for non-paid internships throughout the entire year; these can vary in their duration, depending on the time of year, skills, interests and availability of the applicant. We offer three types of Internships: Field-Crew, In-Office or a combination of both. Those who apply as *Field Crew* members will learn and perform different strategies and techniques used to effectively conserve natural resources, which may include, yet are not limited to: invasive weed control and use of herbicide, replanting with native vegetation and fence construction. Applicants interested in the *In-Office* Internship will have the opportunity to provide support for senior-level staff, including managing and coordinating projects and processes in support of effective administrative operations. For those interested in the Internship which combines *Field + In-office work*, (s)he will need to commit a minimum of 18 hours per week from Monday-Friday and some Saturdays.



All qualified applicants will be chosen based on their interest towards protecting O'ahu's natural resources and improving watershed health by restoring strategic areas of Ko'olaupoko. The application for this Program does not require interns to have previous experience, yet it is important for the Field-Crew Internship to have physical endurance and desire to work in demanding activities. Those interested in the In-Office Internship should have good writing and organizational skills, as well as experience in Microsoft (Word, Excel, PPT) and Publisher. All interns must have a positive attitude, passion for learning, good energy and great social skills!

Accepted applicants will be considered as temporary, full or part-time, unpaid interns who perform key tasks within the organization and contribute to the implementation of several projects that directly address watershed management, and water quality issues. **Housing, meals, transportation to and from work, and benefits are NOT provided.**

The details which describe the types of Internship openings are presented below.

Field Crew Internship

We offer the opportunity to work within the Ko'olaupoko region – from Makapu'u to Kualoa, learning about native re-vegetation and invasive flora removal by focusing on projects which include riparian restoration, low-impact retrofits (LIR) and residential rain gardens, in order to produce the greatest positive impact on water quality and ocean health.



Time Commitment

- General Field Work Days and hours:
 - Tuesday - Saturday
 - 8:00 am - 4:00 pm

Typical Work Demands

- Hiking along uneven terrain
- Bending and stooping for extended periods
- Carrying up to 35 pounds

Examples of Internship Duties

- Remove invasive plant species
- Replanting with native vegetation
- Fencing to keep out nuisance animals
- Erosion Control practices
- Volunteer coordination/management

Intern will report to Work at:

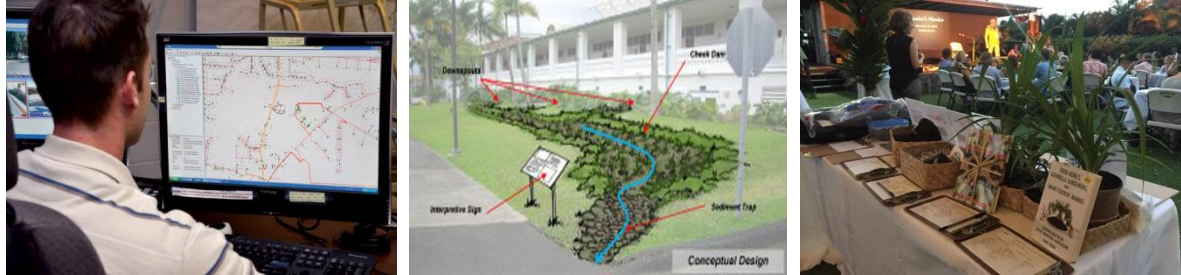
- Hui o Ko'olaupoko Office: 1051 Keolu Dr. #208, Kailua, Oahu, HI
- This specific Internship will include minimal office work

Intern will provide

- Transportation to and from HOK office
- Food and housing

In-Office Internship

Another way in which applicants can contribute with protection of our native plant species, water resources and ocean health, is by committing to performing in-office tasks and managing specific operations within our headquarters in Kailua.



Time Commitment

- General Office Work Days and hours:
 - Tuesday - Friday
 - 9:00 am - 3:00 pm

Typical Work Demands

- Including but not limited to:
 - Managing social media/publicity platforms
 - Geographical Information Systems (GIS)
 - Database management

Examples of Internship Duties

- Virtual coordination with Volunteers from our community
- Designing outreach material
- Creating maps for HOK's Project Sites
- Assisting with the organization of Annual Fundraiser
- Writing monthly Newsletter

Intern will report to Work at:

- Hui o Ko'olaupoko Office: 1051 Keolu Dr. #208, Kailua, Oahu, HI
- This specific Internship includes with no or minimal field work

Intern will provide

- Transportation to and from HOK office
- Food and housing

Application Process Overview

HOK reviews applications on a revolving basis and will take applicants' available month(s) in to consideration when making selections, though we often host only one intern at a time.

In order to be considered for the Hui o Ko'olaupoko (HOK) Internship Program, all interested applicants must send an email to nalani@huihawaii.org with the following:

1. **Attach the following documents to the email as a Word or PDF file :**
 - Completed Application Form
 - Answered Essay questions from the Application Form
 - Cover Letter explaining your interest in interning with HOK
2. **Upload a current resume:**
 - Attach your resume document in a Word or PDF format
3. **Provide two (2) recommendation letters:**
 - These letters must be written by two different references who are not friends or related to the intern

Interviews:

Once the applicant has submitted all the materials mentioned above, he/she may be invited to participate in a Field Interview or In-Office Interview. A Skype session may be arranged for those who are not currently in Hawai'i.

Inquiries:

Should you have any questions or concerns, please direct these to HOK Community Coordinator via email or phone:

Email: nalani@huihawaii.org

Phone: (808) 381 – 7202

Hope to hear from you soon, Mahalo nui!