



COUNCIL FOR NATIVE HAWAIIAN ADVANCEMENT

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www.hawaiiancouncil.org

Council for Native Hawaiian Advancement Internship/Fellowship Application Overview

CNHA is seeking individuals interested in the cultural, economic, and community development of Native Hawaiians. The CNHA *Next Generation Leadership Program* creates opportunities for individuals to contribute to the mission of CNHA and to Native Hawaiian communities in a variety of ways, including policy, training services, fundraising, and fiscal and administrative functions. Individuals may also be placed with a CNHA member organization that has a specific community development focus.

About CNHA

The Council for Native Hawaiian Advancement mission is to enhance the cultural, economic, and community development of Native Hawaiians and to support the capacity of community-based organizations that contribute to the well-being of the Hawaiian Islands and its people. Our vision is an engaged Native Hawaiian community strengthened by self-determination, cultural knowledge, and identity.

CNHA is one of the largest associations of Native Hawaiian organization with a network of more than 100 members statewide and nationally. We achieve our mission through policy advocacy, community convening, leadership development, training and technical assistance, and linking resources and solutions to community challenges.

Program Areas & Organizational Functions

Interns and Fellows may work in one or more of the following program areas or organizational functions:

Government Affairs and Advocacy – The CNHA Policy Center provides policy support, education, and advocacy pertaining to community development issues important to the Native Hawaiian community and our members. This assistance takes a variety of forms, including but not limited to our CNHA Desktop Reference Guides, policy positions, community consultation, and Native Votes Count election drive.

Community Convening – As an association of organizations with a multitude of purposes, bringing people together to learn from each other is an important part of CNHA's mission. CNHA organizes many of these events, which includes the Annual Native Hawaiian Convention, Policy Roundtables, Grantee Forums, and other community consultation sessions.

Grant Training and Technical Assistance – Applying for and receiving grant funding is a difficult yet necessary task for many community organizations. CNHA serves to increase the availability of information about both specific grants and grant programs in general. This is achieved through workshops, the publication of materials, and the dissemination of our GrantStation product.

Capacity Building – Through product organization and development, CNHA increases the capacity of member organizations to deliver on their respective missions in serving Native Hawaiian communities. In addition, CNHA operates its Leadership Network Program consisting of familiarization projects that connect community leaders on topical issues and subjects to leverage the knowledge of peer group leaders to advance community development best practices. CNHA also coordinates its Cultural Connections program as an intermediary to connect cultural practitioners and organizations to opportunities that share their knowledge and talent.

Hawaiian Way Fund – CNHA administers the Hawaiian Way Fund, an initiative to attract funding resources to support Native Hawaiian culture, traditions and knowledge. The fund focuses on workplace giving opportunities and individual donors to support small Native Hawaiian organizations advancing and perpetuating Native Hawaiian practices.

Communications and Administration – CNHA, like most community organizations operates communication functions to advance its mission and that of its members. This area often includes work with a website, informational publications, and CNHA’s Native NewsClips, as well as proposal development and community relations. Administration functions include database management, administrative support, fiscal systems and functional operations that support CNHA’s board of directors and advisory committees.

CNHA Member Organizations – With more than 170 affiliates in the CNHA network, opportunities for placement at a CNHA member organization are available from time to time. CNHA members work in a wide variety of community development activities, including but not limited to education, affordable housing, legal advocacy, community organizing, culture, and the environment.

Application Overview

Please read the following instructions carefully to ensure that you have complete and accurate information about the application and its required materials.

Candidates must have a commitment and desire to work in the community development industry with a particular emphasis on the Native Hawaiian community. Excellent verbal and written communication skills, energetic initiative, problem solving skills and education or experience in the program or functional area being applied for are essential.

Interns v. Fellows

As Fellowships often involve more intricate projects, CNHA requires candidates offered a Fellowship position to commit to a length of employment longer than that of an Internship. Although traditionally a year, CNHA reserves the right to amend the length of a fellowship offered based on current resources, specific project needs, and the availability of the applicant. Internships are typically awarded to individuals that are dedicated to a specific project with a length of employment of less than 6 months. The following application materials are required of all applicants:

Application form & Cover Letter

Please complete the attached application form. Please address why you are interested in working at CNHA, how you think your unique abilities will benefit the organization, and how you think this experience will complement your future goals. In this cover letter, you may also include any information you believe is relevant but not addressed in another aspect of the application packet. Please limit your cover letter to one page, single spaced.

Resume and Writing Sample

Please include all relevant experience including unpaid and part time jobs, major research projects, volunteer work, involvement in extracurricular activities, and special skills. Please submit a writing sample 2-3 pages in length, using 12 point font and double spaced. You do not have to submit a piece written specifically for this internship application. More than illustrate your knowledge on a particular subject, the writing sample should accurately reflect your writing ability.

Please send application to:

Council for Native Hawaiian Advancement
1050 Queen Street, Suite 200
Honolulu, HI 96814
Tel: (808) 596.8155 Fax: (808) 596.8156
info@hawaiiancouncil.org

E-mail applications are accepted. Please send in PDF format if possible. For questions or additional information, please contact Brian Stockes, Senior Communications Specialist at (808) 596.8155 or info@hawaiiancouncil.org. For more information on CNHA, please visit our website www.hawaiiancouncil.org.

Council for Native Hawaiian Advancement

Internship/Fellowship Application

Name: _____

Gender: Male Female

Mailing Address: _____

Contact Phone: _____

Email: _____

Complete the following if you are an Undergraduate Student, Graduate or Recent Graduate

School: _____

Year of Graduation: _____ Degree pursuing/received: _____

Major(s): _____

Complete the following to indicate availability and salary requirements

Dates Available: _____

I would like to be considered for a(n): Internship Fellowship Both

I will be receiving academic credit for this Internship/Fellowship. Yes No

I will be fulfilling a community service requirement. Yes No

I will require financial compensation. Yes No

If Yes, indicate monthly amount: _____

Please rank the program areas by the level of your interest in their project scope based on the descriptions given on Page 1.

* While applicant preferences as well as individual talents will be taken into consideration in the identification of individual project work, all CNHA staff, including interns and fellows, may work in several program areas.

- ___ Government Affairs and Advocacy
- ___ Convening and Event Coordination
- ___ Grant Training and Technical Assistance
- ___ Capacity Building
- ___ Hawaiian Way Fund
- ___ Communication and Administration
- ___ CNHA Member Organizations

Required Materials Checklist

Completed Application & Cover Letter Resume Writing Sample

I hereby certify that the information provided in this application is to the best of my knowledge true and correct. I have not knowingly withheld any facts or circumstances that could otherwise jeopardize consideration of this application.

Signature: _____

Date: _____