



Stone Soup Leadership Institute Job Descriptions: Composite

Project Director

- Hawaii Island based high-level organizer with event management, project management experience.
- Has overall responsible for the success of the Sustainability Forum and BETA and Toolkit Project.
- Liaison with Design Thinking Hawaii and SSLI to oversee all aspects of the Sustainability Forum;
- Communicate the status of the project to DTH, SSLI, team members, potential users and stakeholders;
- Oversee strategy to ensure key high-level stakeholders attend the Sustainability Forum;
- Oversee the logistics and execute implementation plan for the Sustainability Forum;
- Oversee written communications: Forum Invitation, Survey, and final GIA Report;
- Oversee coordination of Forum participant feedback on Toolkit design to meet user needs;
- Oversee the development of a comprehensive database on sustainability resources;
- Works with stakeholders to gather information required to make this an innovative and effective tool;
- Oversee the logistical implementation of the BETA testing phase on Hawaii Island;
- Oversee coordination of presentations with VERGE, Sustainability Summit, and DTH's Summer Bootcamp.

Writer/Research Coordinator

- Assist Project Director on all aspects of the invitation process, ensuring presentation of all stakeholders;
- Track and administer participant confirmations and Sustainability Survey responses;
- Summarizes the analysis of Sustainability Survey results;
- Compiles feedback from Sustainability Forum working groups;
- Assist Project Director and sustainability consultants to develop comprehensive sustainability database;
- Compiles research and coordinates of gathering tools and curriculum for the site.
- Compiles information on organizations/projects in Hawaii working in each area: sorted by topic or grade level
- Assists with crafting the language and written content on the website, incorporating the content compiled.
- Assist Project Director with the implementation of Toolkit BETA Testing on Hawaii Island;
- Assist Project Director with final report to DBEDT/OP.

Sustainability Coordinator

- Assist with design of Sustainability Survey
- Assist with analyzing Survey results;
- Ensure authenticity of youth engagement in the Sustainability Survey, Forum and Toolkit.
- Listen/summarize youth feedback on BETA test and communicate with App Design Team;
- Assist sustainability consultants, Platform integrator and tech team to ensure clarity with Toolkit
- Reviews sustainability content: sorts through the gathered materials and prioritizes integration onto the website.
- Make presentations at Sustainable Forum, Reception, and at VERGE, Sustainability Summit;

Sustainability Consultants

- Assist with design of Sustainability Survey;
- Identify sustainability curriculum, tools, resources, information on local initiatives, best practices for the website.
- The content will cover topics of sustainability that are relevant both in Hawaii and around the world.
- Identify curriculums that integrate with Common Core and appropriate grade level, local context and relevance
- Make recommendations for how to work with DOE and local organizations to ensure the resources in the Toolkit can be easily integrated into educators' lessons, fulfill *Common Core* requirements, and have a local relevance.
- We estimate that 20 sustainability curriculum options and 40 other educational tools and resources like interactive websites,

Platform Design Integrator

- Represents SSLI on all tech related aspects of design, development, implementation of the Sustainability Toolkit.
- Serves as the Product Director overseeing the integration of the Institute's TouchStone Leaders Platform - and ensures that the Sustainability Toolkit is established as a global model.
- Assist with design of Sustainability Survey
- Attends Forum and listens to working groups prototyping Sustainability Toolkit
- Assist the Writer/Outreach to shape Toolkit message, resources and presentation of these resources into the site.
- Review BETA test website with tech team to bounce ideas, provide feedback on strengths and improvement areas.

TEAM: Recorder/ Graphics/Outreach and Social Media

Recorder: Sustainability Forum (Group Graphics)

- Listen/summarize feedback from Sustainability Forum and communicate with App Design Team;
- Synthesize participant feedback from Sustainability Forum of user groups/stakeholders of the Toolkit prototype.

Videographer

- Captures the Sustainability Forum to share the story later through Outreach and Social Media.
- Edit footage to succinctly communicate the process and impact of the Sustainability Forum and Toolkit.

Graphics Designer

- Help shape the image for the Sustainability Toolkit.
- Completes the visual layout of the Toolkit and Platform homepage;
- Continually develop a unified vision that is technically feasible. Feedback is then integrated to the final design (multiple iterations of these steps may occur). Other visual elements of the site are laid-out.

Outreach and Social Media

- Features photos and written vignettes on Forum participants to spread enthusiasm in the Sustainability Toolkit;
- Excerpts video segments to spread enthusiasm in the Sustainability Toolkit;
- Creates key performance indicators with digital analytics tools e.g. unique visitors; average site duration; page views; click-through rate for checking out other pages and material linked on the website.
- Develops strategy to promote The Sustainability Toolkit App as a global model; acknowledge Hawaii's leadership.

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