



ELEMENTAL EXCELERATOR

We're looking for a Career Pathways Manager

About Elemental Excelserator

[Elemental Excelserator](#) (Elemental) is a mission-focused accelerator connecting commercial opportunities to entrepreneurs building world changing companies. Each year, we find 15-20 companies that best fit our mission and fund each company up to \$1 million to improve systems that impact people's lives: energy, water, agriculture, transportation, circular economy and beyond. Built in collaboration with Emerson Collective, Elemental is supported by the U.S. Navy and a diverse coalition of utility partners, corporate partners, state governments, and philanthropic organizations.

We believe that our most complex problems require collective action – and that this action must start at the local level. Our goal is not only to curate a portfolio of innovative and impactful startups, but also to build an ecosystem of passionate people working to change the world, one community at a time. We work in Hawai'i, California, and strategic locations throughout the Asia Pacific where we see strong potential for commercial inflection points. We hope you'll join us.

Our Values

At Elemental Excelserator, our values drive the way we do our work, and we look for individuals who share our passion. We blend an entrepreneurial spirit with diverse backgrounds and roots, cultivating a dynamic culture where everyone's contributions are valued and encouraged.

- KULEANA: We take responsibility to care for our place and its people.
- HUMILITY: We bring open hearts and listen with intention.
- SINCERITY: We practice honesty and find the strength to do what we believe is right and just.
- CURIOSITY: We seek to always learn and deepen our understanding.
- JOYFUL WORK: We find joy in each other and in our mission.

Career Pathways Manager

Elemental is looking for an individual to lead our education and workforce development efforts. The Elemental culture is fast-paced, fun, and results-oriented, offering opportunities to learn, grow, and contribute to a high-performing team.

The key responsibility for this role will be to identify – and support the creation of – career pathways in the fields we support to stimulate growth in the environment, clean infrastructure and innovation sectors of Hawai'i's economy.

The Career Pathways Manager will report to our Managing Director, Policy & Community and supervise our Education & Community Fellow and periodic interns. Activities may include:

STEM Online Platform Management:

- Drive public engagement strategy of Root+STEM, including small and large speaking engagements with stakeholders in education, business, and beyond.
- Drive STEM content strategy on the Root+STEM website as it aligns to Elemental Excelsior's educational goals and theory of change.
- Oversee content creation and maintenance of STEM program data analysis and featured storytelling by reviewing planning strategy, reviewing content, and building efficient processes.
- Manage quarterly and annual target metrics and reporting on the Root+STEM website engagement.
- Develop annual budget needs for the Root+STEM website that may include seeking grant funding to supplement further website projects.

Internship Program Coordination:

- Lead Elemental's portfolio company internship program that places students with companies related to energy, water, agriculture, circular economy and transportation; serve as a liaison between interns and companies.
- Create, solicit, and manage partners for seminars and other trainings for interns to develop key skills.
- Develop and track metrics, and gather information on lessons learned and implement learnings in future iterations.

Innovation Education and Outreach:

- Convene key stakeholders and leaders around STEM and entrepreneurship programs in Hawai'i.
- Develop and implement strategies for STEM outreach in our key identified communities: business and workforce, communities of opportunity in STEM, and anchor community educational programs and centers.
- Engage with policymakers, and stakeholders around education and workforce development for innovation and clean energy.
- Position Elemental as a STEM thought leader through development of op-eds, executive Board engagements, and other outreach
- Represent Elemental with external organizations and successfully manage all community relations focused on career pathways activities within the allocated budget.

What you will do

After 3 months you will:

- Build internal relationships with team members to understand their background and roles, and so that they know you, your role, and the value you bring.
- Have a strong point of view about how you will spend your time, the resources you have and need to achieve your programs objectives within Elemental's overall Theory of Change.
- Gain familiarity with 2019 internships with portfolio companies and internship management partner, understand internship contracts and contracting structure.
- Continue launch of STEM pathways tool and communications plan with community partners and execute on communications plan.
- Audit 2019 internship program and plan 2020 internship program with portfolio companies.
- Develop conversational comprehension of benefits of innovation in the educational landscape.

After 6 months you will:

- Become primary Manager of all education grants and programs.
- Develop a comprehensive program and funding plan.
- Complete solicitation of internship program.
- Conversational comprehension of Elemental Excelerator's accelerator program, companies, and benefit of innovation in the educational landscape.

After 1 year you will:

- Develop and launch phase II of STEM outreach tool.
- Guide and direct Elemental Excelerator's Education program by fully integrating it into Elemental Excelerator's Theory of Change and operations.
- Start deploying on 2020-2021 Education Program.

Qualifications

Minimum Qualifications:

- Bachelor's degree from an accredited post-secondary institution
- Five or more years of experience working in education or workforce development
- Strategic thinker & compassionate leader who can execute complex programs while creating deep trust with stakeholders within Hawai'i's education community and amongst STEM education professionals throughout the U.S. and internationally.
- Project and contract management experience.
- Experience working with and/or engaging diverse stakeholders.
- Excellent oral and written communications skills.
- Team-oriented mindset and ability to work successfully in fast-paced teams.

- Outstanding organizational skills.
- Detail-oriented and thorough; ability to work with deadlines and consistently follow through to completion of assigned projects.
- Creative and proactive in solving problems.

Preferred Qualifications:

- Baseline knowledge of Hawai'i's indigenous culture and values.
- Experience leading a program or organization in education.
- Experience with data management and analytics.
- Experience working in nonprofit, technical, or entrepreneurship-related organizations.
- Experience convening / leading events and conversations.

Location: Honolulu, Hawai'i (*No other locations will be considered*)

Travel: Openness to travel roughly 10% of the time for events, team gatherings, etc.

Compensation

Elemental Excelerator offers a competitive salary based on the organization's compensation philosophy, which is grounded in market data. We also offer comprehensive health & welfare benefits and top of the market paid time off. This is a full-time "at-will" position working 40 hours per week.

Elemental Excelerator is an Equal Employment Opportunity Employer and has a strong commitment to diversity. Candidates of all backgrounds are encouraged to apply.

Please submit a resume and cover letter online at <https://elementalexcelerator.com/mission/#join>.

We will accept and review applications on a rolling basis. Although all applications will be considered, we may be unable to respond to all inquiries.