



## Campus Outreach Intern

CarShare Vermont is looking for an organized, enthusiastic, and outgoing individual to join our team. Our **Campus Outreach Intern** will focus on expanding CarShare Vermont's presence at the University of Vermont and Champlain College, growing our campus membership, and educating the campus community about the benefits of carsharing as a form of sustainable transportation. This is an excellent opportunity for those who wish to gain experience working at a mission-driven and community-focused non-profit organization.

### **Responsibilities:**

- Serve as our campus ambassador and help identify new outreach opportunities to help expand our campus program,
- Represent CarShare Vermont at relevant campus events, including new student orientations and resource fairs,
- Coordinate the distribution of campus outreach materials,
- Help create engaging print, social media, and email newsletter content
- Conduct outreach to student clubs, organizations and create new opportunities for collaboration, and
- Assist with light administrative and communication tasks as needed.

### **Qualifications:**

- An interest and passion for sustainable transportation,
- Excellent communication skills (both written and verbal) and confidence when speaking to individuals and groups,
- Highly organized with a good eye for detail,
- Responsible and able to work independently,
- Must be reliable, punctual, and professional,
- Experience using social media (particularly Facebook)

and Instagram). Experience creating or administering pages or accounts for other organizations is a plus!

- Ability to attend meetings and participate in activities at our downtown office, including occasional night and weekend activities,
- A willingness to use the bus, bike, or walk to events when possible,
- Applicants must also meet our general membership requirements.

This position will report to CarShare Vermont's Director of Community Engagement and will work under the guidance and support of our full staff. The position will begin in January 2022, and the ideal candidate will be available for the entire spring semester and throughout the summer. Interns are awarded a free annual membership and \$150 in monthly driving credits.

**Interested applicants should submit their cover letter and resume to [alicia@carsharevt.org](mailto:alicia@carsharevt.org) with "Campus Outreach Intern" as the subject line.**