



Community Outreach Intern

CarShare Vermont seeks an organized, enthusiastic, and outgoing individual to join our team. Our **Community Outreach Intern** will focus on expanding CarShare Vermont's presence in the greater Burlington area, growing our membership, and introducing the community to the benefits of carsharing as a form of sustainable transportation. This is an excellent opportunity for those wanting to gain experience working at a mission-driven, community-focused non-profit organization.

Responsibilities:

- Represent CarShare Vermont at relevant community events, including farmer's markets, pod pop-ups, new student orientations, resource fairs, and other relevant opportunities that arise, and help seek out new opportunities for community engagement.
- Help coordinate the distribution of outreach materials and posters throughout our service area,
- Contribute to the creation of engaging print, social media, and email newsletter content,
- Assist with light administrative 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 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. Interns are paid \$20/hour and awarded a free monthly membership and a \$50 monthly driving stipend.

Interested applicants should submit their cover letter and resume to alicia@carsharevt.org with "Community Outreach Intern" as the subject line.