



## Colorado CarShare: Operations & Outreach Intern

### **About Colorado CarShare:**

[Colorado CarShare](#) is a local nonprofit carsharing organization, serving the Boulder-Denver metro area. Our mission is to empower our community to live a car-free lifestyle and have a positive impact on our health, wealth, and shared environment. We aim to make Colorado a “cooler,” healthier, and more socially equitable place to live.

*Mobility, Climate Change and Social Equity:* As a mission-driven org, we focus on positively contributing to the communities we serve. We are motivated by the idea that by providing people with the option to live a car-lite lifestyle, we are reducing our collective impact on the planet. That is why we have set the goal to become the country’s first nonprofit Electric Vehicle (EV) carshare program. This includes providing subsidies to low-to-mixed income (LMI) communities that are typically underserved when it comes to affordable mobility options.

In addition to our education and outreach, CO CarShare maintains a fleet of ~ 60 vehicles conveniently located in the [Denver-Boulder metro region](#). From hybrids and electric vehicles (EVs) to trucks and AWDs with bike and ski racks, our vehicles are available as “neighborhood cars” 24/7 to our thousands of members for 15 minutes to several days at a time. This position will include supporting our fleet needs, and may also include education and outreach support.

### **Operations/Fleet Assistance:**

You will be working with our fleet operations manager assisting with fleet duties as needed. This work includes biking, busing, and driving around town in order to perform basic vehicle maintenance, use spreadsheets to monitor vehicle cleanliness and maintenance schedules, shuttle vehicles, take cars to the local car wash, scheduling service appointments, etc.. Most fleet operations take place outside in the field. It is a great job for staying in shape and enjoying the summer sunshine!

### **Community Outreach & Member Engagement:**

You may also be asked to help us implement marketing and outreach campaigns and activity, in order to improve carshare use and other mobility options. This includes messaging around other aspects of our mission related to social equity and “multi-modal” mobility (ex. bike sharing, public transit, etc). Responsibilities may include developing communications material; educating and engaging community members, current CO CarShare members, and local partners; supporting social media efforts, newsletters, social media posts, answering emails, etc.

Additional operational support needs may include grant/foundation research and applications or general admin support.



**Outcomes and Objectives *may* include:**

- Learn about carsharing and sustainable transportation options in our community from a practical, hands-on perspective.
- Create and support a fleet maintenance program across the region.
- Support our operations team to ensure that our vehicles are in excellent condition physically and mechanically.
- Run operations related errands and tasks (e.g. car washes, service appointments, etc.). Schedule appointments and ensure they are completed on time.
- Work with CO CarShare staff to create/implement education and outreach activity - with specific tasks, a corresponding timeline, and designing custom materials for each goal.
- Spend time in the field distributing brochures, posting fliers, and meeting with area residents, businesses, and organizations; Coordinate and run targeted events throughout the community (Covid and related regulations, health and safety permitting).
- Initiate an online outreach campaign that could include targeted emails, neighborhood group connections, and social media outreach for specific campaign goals.
- Help identify and pursue business development/partnerships in the community (e.g. property owners, co-work spaces, like-minded businesses, etc.)
- Identify potential locations and partnerships for new EVs or charging stations.

**Qualifications:**

- Proficiency in MS Office (particularly Excel); eagerness to learn new software
- Excellent oral and written communication skills, including customer service
- Mechanically & technically inclined; Keen attention to detail without losing sight of the big picture
- Strong organizational, analytical and problem solving skills; enjoys looking for ways to improve systems and workflow
- Strong interpersonal skills and professional maturity in interacting with carshare members, co-workers and vendors
- Ability to handle/prioritize multiple requests & deadlines in a calm and focused manner
- Proactive and self-motivated, but also an excellent team player – always willing to help out with any task at hand with a positive attitude;
- Comfortable working in a small, dynamic, often fast-paced environment with minimal supervision; Demonstrate initiative and reliability
- Willingness to spend time both in Boulder and Denver



### **Bonus**

- Skilled in marketing and communications including social media and community outreach. Interest in developing a non-profit in a for-profit business world.
- Proficiency in Microsoft & Google Suite, social media, and internet research.
- Graphic design experience is a plus.
- Actively incorporates sustainability practices & active transportation into daily life.
- Working knowledge of, or willingness to learn about, local mobility options
- Willingness to commit to a minimum of at least 3 months, 10-15+ hours per week, including being able to work both remotely and in the field for fleet management.
- You do NOT need to own a car but do need a valid driver's license and clean driving record.

### **Benefits to Intern:**

- Gain valuable nonprofit experience, including in operations, marketing, business development, outreach and or grants experience with an innovative local nonprofit.
- Although this is not generally a paid internship, students can receive academic credit.
- Discounted CO Carshare membership
- Receive professional experience interacting with a variety of staff and community members across multiple sectors.
- Become part of an impassioned team to make our community a healthier place to live.
- Know that your efforts are making a measurable impact to our organization, the wellbeing of the community, and the environment.

If interested, please review our website at [www.carshare.org](http://www.carshare.org). Then, email us at [info@carshare.org](mailto:info@carshare.org) with your resume and a cover letter that speaks to your skills, passions, and reasons why you would be an ideal fit for this opportunity.