



**Position Announcement:** Sustainable Financial Systems Intern

**Reports To:** Director

**Objective:** Work with businesses in the Boulder County community to build a network of businesses who are working to divest from financial systems that support fossil fuels.

**Qualifications:**

- Excellent written and verbal communication skills
- Proficiency with data management in Google Sheets or Xcel
- Knowledgeable about climate science, cultural systems that reinforce consumerism, financial systems, and social change theory
- Significant public speaking or public outreach experience
- Strong organizational skills to help coordinate volunteers

**Responsibilities:**

- Manages outreach to recruit local businesses to participate in Groundwork's sustainable financial systems program
- Works with businesses to plan how they communicate their financial policies to customers
- Works with the Director to organize tables for public outreach at events
- Manages inventory and distribution of printed material
- Coordinates volunteers for public outreach
- Manages database of local businesses and tracks interactions over time

**Hours:** Flexible: 6-10 hours per week.

**Dates:** Spring: January 2020 through April 2020. Summer: May 2020 through August 2020.

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