



**Position Announcement:** Publications and Publicity Intern

**Reports To:** Director

**Objective:** Work within the Boulder County community to distribute educational material, advertise Groundwork events, assist in educational events, and educate the public on issues at the intersection of climate change and culture.

**Qualifications:**

- Excellent written and verbal communication skills
- Proficiency with data management in Google Sheets or Xcel
- Strong organizational skills to help coordinate volunteers
- Strong background in environmental studies, climate science, ecology, economics, and the cultural, social, economic, and political issues surrounding climate change
- Familiarity with literature that informs Groundwork's mission and values, including but not limited to E.F. Shumaker, Robin Wall Kimmerer, Joanna Macy, Gary Snyder, and Vandana Shiva
- Able to work flexible hours, including evenings and weekends
- Must be able to lift and carry up to 50 lbs. Examples include but are not limited to boxes of printed material and books.

**Responsibilities:**

- Manages displays of educational material in the Boulder community
- Manages outreach to recruit businesses and schools as collaborators for projects
- Works with the Director to organize tables for public outreach at events
- Manages inventory and distribution of printed material
- Coordinates volunteers for garden work days
- Assists as needed in seed purchasing and in the Groundwork plant nursery

**Hours:** 6 hours per week during the spring semester (January through April). 10 hours per week in peak summer season (May through August).

**Starting Date:** January 2020

**Contact:** Jeff Wagner, [jeff@layinggroundwork.org](mailto:jeff@layinggroundwork.org), 720-326-9139