

BOLDER STAFFING TEMPORARY CONTRACT POSITION AVAILABLE:

COLORADO CARBON FUND BUSINESS OUTREACH ASSOCIATE

Bolder Staffing is recruiting for a 5-month, full-time contract position (end date 6/30/2010) for business outreach activities on behalf of the Colorado Carbon Fund, a program of the Governor's Energy Office at the State of Colorado. The Colorado Carbon Fund provides high quality carbon offsets to consumers as a way to support new clean energy projects in the state.

The Outreach Associate will utilize phone and in-person contacts to provide information, tools, and resources to businesses interested in measuring, reducing and offsetting their carbon footprint. The Outreach Associate will be provided with all materials necessary and will work with the Colorado Carbon Fund Program Manager to generate leads, plan detailed work tasks, and set and meet goals for increasing business donations to the Fund. The Outreach Associate will also be responsible for contacting business associations, Chambers of Commerce and similar organizations to give presentations on the Colorado Carbon Fund to educate business leaders and to encourage donations to the Fund. Experience in the energy or environmental fields is a plus.

The outreach area will be the Denver/Boulder metro areas, with the possibility of presentation events slightly outside this area. No overnight travel is anticipated for this role, however some evening or weekend work may be required. Mileage will be reimbursed.

The ideal candidate will:

- a. have their own cell phone and computer, access to internet
- b. be able to work from the GEO's office at 1580 Logan Street, Suite 100, Denver, CO 80203
- c. have reliable transportation, a good driving record and proof of auto insurance
- d. be a self-starter, able to work with limited supervision to meet established goals
- e. have excellent time and calendar management skills
- f. have proven successful sales and/or fundraising experience
- g. be computer-savvy, adept at Internet research
- h. have PowerPoint, Word, Excel, email/calendar, sales software skills
- i. be environmentally conscious and able to speak persuasively about reducing carbon emissions in our state

This is a 40 hours per week position paying \$33 per hour.

Interested applicants should send a cover letter and resume to: apply@bolderstaffing.com

ALL INQUIRIES MUST BE DIRECTED TO: apply@bolderstaffing.com

NO PHONE CALLS PLEASE.