



Ithaca
CARSHARE

SEEKS STAFF

Ithaca Carshare, a local nonprofit that provides the community with 24/7 access to a fleet of vehicles on a per-hour basis toward a mission of enhancing community access to transportation while reducing negative environmental and economic impacts, is currently looking for one or two people to join our dedicated staff.

The ideal candidate is excited about working for a dynamic organization that serves a cross-section of Ithaca's varied community, good at working with both people and things, reliable with minimal supervision, results- and detail-oriented, creative, and experienced in taking personal initiative in the workplace, and comfortable with the flexible duties and schedule that come with being part of a small but strong team. Preference will be given to Ithaca Carshare members. Strong interpersonal and communication skills and a good driving record are required, while a sense of humor is optional but helpful.

We need someone to help us make Ithaca Carshare an even more valued community asset. If you like cars, but hate their impacts, this position is for you. This position has strong growth potential as Ithaca Carshare expands. This is a great opportunity for a confident person with a professional outlook to join a growing local organization in an emerging transportation industry.

We currently have **two part-time openings** that we may choose to fill with two candidates, or we may offer both sets of duties in one position to the right candidate. Regardless, the successful candidate(s) will have opportunity for growth in duties, responsibilities, and hours into the future.

Fleet Services

This position is 8-16 hours a week and focuses on fleet services, with likely cross training in customer service and other operational duties. Duties include interacting with potential and current Ithaca Carshare members, washing vehicles, checking vehicles and their parking locations, refilling brochures, shuttling vehicles to maintenance and repair services downtown, performing basic vehicle maintenance (replacing wiper blades, refilling fluids, troubleshooting in-car computers, etc.), working with volunteers on these and other tasks, and other job activities as required. Comfort with a variety of travel modes (walk, bike, bus, drive) is necessary for efficient travel among vehicle and service locations. Comfort with using a computer in a professional setting is required. Hours will be primarily Mon., Tues. and Wed. mornings between 8 am and 1 pm, with some flexibility.

Member Services

This position is 8-16 hours a week with a focus on answering phones, fielding questions about Ithaca Carshare's service (and other local transportation services as necessary), handling applications for membership and existing members' reservations, occasional outreach activities, working with volunteers on these and other tasks, and other job activities as required. Comfort with using a computer in a professional setting is required. Training will occur during weekdays at our Collegetown office, but after-training hours for these duties will be evenings, weekends and nights, most likely including 1 weekend or 3 weeknight on-call shifts (5 pm-9 am) per week. Most work can be performed from home (computer and phone access for work duties is provided), but occasionally trips to vehicle locations are necessary, so an ability to reach our downtown/East Hill core vehicle areas within 20-30 minutes is required. Pay for overnight and weekend shifts includes a stipend for on-call availability in addition to the regular hourly rate for actual work hours.

Application and compensation details

Starting pay for both positions is \$12.11, and benefits include an Ithaca Carshare membership and TCAT bus pass (and health insurance for staff scheduled for at least 20 hours/week). Please submit a resume, cover letter and two references via email to <jennifer@ithacacarshare.org>. We ask for electronic submission of applications, as both positions require comfort with the use of computers in a professional setting.

We are accepting applications immediately and until **Tuesday August 17, 2010** for these positions, with a start date anticipated by September 15. However, we do welcome applications at any time, and will review them for future positions. Ithaca Carshare is a certified Living Wage employer and values diversity in our staff and membership.