



Ithaca CARSHARE **PART-TIME STAFF OPENING**

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 someone 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, 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.

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 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 **one part-time opening**. The successful candidate may have opportunity for growth in duties, responsibilities, and hours into the future.

On-Call After Hours Member Services Position

This position is approximately **5-7 hours a week** with a focus on answering phones, handling applications for membership and existing members' reservations, handling occasional minor vehicle issues, fielding questions about Ithaca Carshare's service (and other local transportation services, as necessary), occasional outreach activities, working with volunteers on these and other tasks, and other job activities as required. Proficiency using a computer and phone in a professional setting, familiarity with the Ithaca area, and familiarity with very basic vehicle troubleshooting (jumping batteries, changing tires) are required.

Initial training will occur during weekdays at our office, but after training, the regular schedule for this on-call position is **evenings, nights, and weekends**, typically 1 weekend or 3-4 weeknight on-call shifts (5 pm-9 am with occasional extensions) per week. Most work can be performed from home (within cell service range; a smartphone for work duties is provided), but occasionally trips to vehicles are necessary to handle urgent issues, so an ability to reach our downtown/East Hill core vehicle areas within 20-30 minutes is required. (Walking, biking or use of the Ithaca Carshare fleet to reach vehicles is fine; in line with our organizational mission, car ownership is not required.)

Starting pay is \$12.78 per hour, and benefits include an Ithaca Carshare membership and a TCAT bus pass. Pay for overnight and weekend shifts includes a stipend for on-call availability (\$12 for a weeknight, \$40 for a weekend) in addition to the regular hourly rate for actual work hours.

Application details

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 ask for electronic submission of applications, as the position requires comfort with computer use in a professional setting. An advanced degree (or any degree) is not necessary.

Please submit a resume, cover letter and two references via email to <jennifer@ithacacarshare.org>. Questions about the position and application process are also welcome, and can be directed to Jennifer Dotson by email or phone at the Ithaca Carshare office.

We are accepting applications immediately and until **12 noon, Thursday April 5, 2012**, with the position to start by the first of May. 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 a reflection of our community's diversity in our staff and membership.