



Colorado CarShare: Operations & Fleet Assistant – Part Time

About Colorado CarShare:

[Colorado CarShare](#) is a local nonprofit carsharing org serving the Boulder-Denver metro area. Our mission is to empower our community to live a car-free lifestyle and have a positive impact on our health, wealth, and shared environment. We aim to make Colorado a “cooler,” healthier, and more socially equitable place to live.

Mobility, Climate Change and Social Equity: We focus on positively contributing to the communities we serve, including a goal to become the country’s first nonprofit Electric Vehicle (EV) carshare program. This includes providing subsidies to low-to-mixed income (LMI) communities that are typically underserved when it comes to affordable mobility options.

We maintain a fleet of over 50 vehicles conveniently located in the [Denver-Boulder metro region](#). From hybrids and electric vehicles (EVs) to trucks and AWDs with bike and ski racks, our vehicles are available as “neighborhood cars” 24/7 to our thousands of members, for 15 minutes to several days. As we expand we’re looking for awesome, like-minded people to join our team!

Position: Operations & Fleet Assistant

You will be working with our Fleet Manager and Operations Director assisting with fleet duties as needed. This work includes biking, busing, and driving around town in order to perform basic vehicle maintenance, tech support, use spreadsheets to monitor vehicle cleanliness and maintenance schedules, shuttle vehicles, take cars to the local car wash, scheduling service appointments, etc.. Most fleet operations take place outside in the field. It is a great job for staying in shape and enjoying the summer sunshine!

Responsibilities (Approximately 75% field time / 25% office/warehouse)

- Regularly assess vehicles for damage / maintenance needs; Troubleshoot accordingly
- Scheduling and shuttling vehicles to and from service appointments
- Cleaning vehicles as needed or managing outsourced cleaning company
- Troubleshooting and resolving issues with our in-vehicle technology
- Performing minor repairs and routine maintenance, e.g. jumping vehicles, changing flat tires, changing windshield wiper blades and air filters, etc.
- Electric Vehicle (EV) and charging station troubleshooting
- Providing real-time field / roadside assistance to disabled vehicles
- Member Support, including assisting with vehicle issues (lock-outs, etc.)

Outcomes and Objectives *may* include:

- Expand your skill set while learning about carsharing and sustainable transportation options in our community from a practical, hands-on perspective.



- Create and support a fleet maintenance program across the region.
- Identify potential locations and partnerships for new EVs or charging stations.
- Support our operations team and members to ensure that our vehicles are in excellent condition physically and mechanically.
- Complete operational assignments and tasks; Schedule and complete appointments.
- Help identify and pursue partnerships in the community (e.g. EV locations)

Qualifications:

- Mechanically & technically inclined; Keen attention to detail without losing sight of the big picture; Vehicle maintenance skills a plus
- Excellent oral and written communication skills, including customer service
- Strong organizational, analytical and problem solving skills; enjoy looking for ways to improve systems and workflow
- Strong interpersonal skills and professional maturity in interacting with carshare members, co-workers and vendors
- Ability to handle/prioritize multiple requests & deadlines in a calm and focused manner
- Proactive and self-motivated, but also an excellent team player – always willing to help out with any task at hand with a positive attitude
- Comfortable working in a small, dynamic, often fast-paced environment with minimal supervision; Demonstrate initiative and reliability
- Proficiency in MS Office (particularly Excel); eagerness to learn new software
- Willingness to travel around the Denver-Boulder metro area and some mountain work
- Actively incorporates sustainability practices & active transportation into daily life
- Working knowledge of, or willingness to learn about, local mobility options
- Valid driver's license and clean driving record.

Benefits:

- Part-time employment as an at-will, exempt employee, approx. 20 hrs/week with opportunity to grow into full-time;
- \$19.25/hr (Full time salary equivalent to \$40k);
- Gain valuable business operations experience with innovative local nonprofit;
- Discounted CO Carshare membership
- RTD Eco-Pass & B-cycle Membership
- Additional benefits if full-time include paid time off (unlimited PTO), well-being add-on, options retirement plan contribution, etc.

If interested, please review our website at www.carshare.org. Then, email us at info@carshare.org with your resume **AND cover letter** that speaks to your skills, passions, and reasons why you would be an ideal fit for this opportunity.