



## **Administrative Specialist Job Description**

### **Organization Overview**

Working Wheels provides affordable, reliable transportation to local families in need. We do this through two programs: the Vehicle Purchase Program and the Vehicle Repair Program. For the Vehicle Purchase Program, we repair and refurbish donated cars and sell them for an affordable price to working families. For the Vehicle Repair Program, we offer deeply discounted vehicle repairs for people who cannot afford to repair a vehicle they already own. We offer these programs because we know that a dependable car opens the doors to education, employment, access to healthcare, and an improved quality of life.

### **Position Overview**

Working Wheels seeks a part-time Administrative Support Specialist who is detail-oriented, has excellent time-management skills, and is committed to the mission of the organization.

The duties and responsibilities are subject to shift and change as we grow.

### **Duties and Responsibilities:**

- Data entry
  - Scanning receipts
  - Entering receipt info into Neat
  - Entering Healthy Opportunities Pilot invoices into a spreadsheet
  - Adding program participants into Bloomerang
  - Adding purchase participants into Fleetio
  - Processing duplicates in Bloomerang
- Additional Admin tasks
  - Processing sold cars
  - Responding to phone and email inquiries
- Other duties as assigned

**Status:** Part-time, 40 to 50 hours per month, work-from-home

**Compensation:** \$20.10 per hour

**Responsible to:** Executive Director

### **Qualifications**

**Education:** Bachelor's degree or equivalent combination of education, training, and experience

**Experience:** 3 years of related experience

**Personal:** Proficiency with Microsoft Excel, Microsoft Word, Google Drive, Gmail; ability to manage multiple tasks; attention to detail; ability to respond appropriately to changing situations; great communication skills, both oral and written; ability to work independently and as a team member; commitment to organization's goals regarding quality, productivity and customer service; commitment to the mission and philosophy of Working Wheels; demonstrated commitment to equity and inclusion; a safe driving record and valid NC driver's license.

**Vision, Hearing, and Speaking:** Ability to read and analyze data and to communicate with staff and the public daily via telephone and in person.

**Agility and Dexterity:** Ability to input and retrieve data daily; required to perform written communication and use office equipment necessary to the fulfillment of job duties (computer, printer, telephone, calculator, copy machine); may be required to stand for long periods of time; required to operate an automobile on a regular basis.

**Mental:** Ability to read, comprehend, and analyze data.

**How to Apply:**

Submit **cover letter and resume by email** to: [info@workingwheelswnc.org](mailto:info@workingwheelswnc.org)

- Subject: Administrative Specialist – Your Last Name
- In your cover letter:
  - Tell us how you heard about the position.
  - Make the connection between your job experience and what we are looking for.
  - Tell us why you are interested in the job.
  - Tell us about your commitment to communities of color, racial equity, and/or experience within Black and/or Spanish-speaking communities in North Carolina.

*No phone inquiries, please.*

**Intended Timeline:**

- Sept 29 - Begin reviewing resumes/cover letters
- Oct 2-13 : Interviews
- Oct 13: Final candidate selected and offered position

*Working Wheels does not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, handicap or disability, sex or gender, sexual orientation, military or veteran status, or any other characteristic protected under federal, state, or local law.*