



## Program Director 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 Purchase Program, we repair and refurbish donated cars and sell them for an affordable price to working families. For the 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 candidate who is dedicated to the cause and brings excellent project-management, time-management, and information-management skills. We are looking for somebody with good communication skills and the ability to welcome all clients to our services. Bilingual (Spanish / English) candidates are strongly encouraged to apply. The ideal candidate will have experience building a team and scaling up a program.

### Duties and Responsibilities:

- Oversee the planning and execution of the Vehicle Purchase and Vehicle Repair programs.
- Supervise and support the Repair Program Coordinator, Purchase Program Coordinator, and Administrative Specialist.
- Help develop the strategic direction for the programs.
- Nurture and build our relationships with the program partners.
- Gather and produce reports about outcome data for program participants.
- Oversee the relationship with the Healthy Opportunities Pilot and Impact Health.
- Serve as the primary administrator for our databases and manage the flow of information between them.
- Coordinate the Human Resource activities: hiring, onboarding, payroll, and benefits.
- Manage the payables, receivables, bank deposits, and receipts for the organization.

**Status:** Full-Time in person, 35-40 hours per week

**Responsible to:** Executive Director

### Salary and Benefits

- \$53,000-58,000 depending on expertise and level of experience
- Benefits
  - \$450 monthly medical stipend
  - 3% retirement match

- \$750 per year in professional development
- 12 paid holidays per year plus your birthday.
- 10 days of paid time off (PTO) year 1, 15 days for year 2, 20 for 3, and 25 for year 4.

**Experience:** 5+ years of related experience

**Language:** Ability to speak Spanish a plus

**Qualifications:**

- Proficiency with database management, Microsoft Excel, Microsoft Word, Google Drive, Gmail;
- Ability to manage multiple tasks;
- Attention to detail;
- Great communication skills, both oral and written;
- Ability to work independently and lead a team;
- A positive attitude;
- Commitment to the organization's goals regarding quality, productivity and customer service;
- Commitment to the mission of Working Wheels;
- Commitment to equity and inclusion;
- A safe driving record and valid NC driver's license.

**How to Apply:**

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

*No phone inquiries, please.*

*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.*