



Car Buyer 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.

In the wake of Hurricane Helene, Working Wheels launched two initiatives to help our community recover. First, in addition to seeking donated cars, we are also raising funds to purchase dependable used cars to replace vehicles that community members lost in the flood. Second, we are providing free repairs for vehicles being used by local organizations for relief and recovery efforts. Keeping these vehicles on the road will ensure that vital support reaches those in need.

Position Overview

Working Wheels seeks a Car Buyer to locate, assess, and purchase dependable used cars for the Helene Replacement Car Program. The ideal candidate represents the organization well and is somebody who is

- excellent with online searches
- knowledgeable about cars and mechanical problems
- able to use a scan tool to run a diagnostic test on each vehicle
- able to analyze the information to make a purchase recommendation
- committed to the mission of Working Wheels

The current scope of this project is to purchase 30-40 vehicles over the course of 3 months.

Duties and Responsibilities:

- Identify Toyotas and Hondas for sale at local dealerships for \$9,000 - \$10,000.
- Analyze online information (CarFax reports, information provided by dealership, other sources) to decide which vehicles are worth a test drive.
- Go to the dealerships and test drive the cars and note any observable mechanical problems.
- Use a scan tool to run a diagnostic scan of each vehicle.
- Analyze the online information, test drive results, and scan tool results to make a recommendation on which vehicles Working Wheels should purchase.

- Explain the mission of Working Wheels and the Helene Replacement Car Program to the salesperson and negotiate as low a price as possible.
- Complete the transaction.
- Use Uber/Lyft to transport each vehicle to the Working Wheels lot or other designated location.

Status: Independent Contractor and time-limited by the availability of grant funds

Compensation: \$25 per hour

Responsible to: Executive Director

How to Apply:

Submit **cover letter and resume by email** to: info@workingwheelswnc.org

- Subject: Car Buyer – 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.

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.