



Purchase Program Coordinator Job Description

About Working Wheels

Working Wheels provides affordable, reliable transportation to local families in need. Through our Vehicle Purchase Program, we refurbish donated cars and sell them at accessible prices. Our Vehicle Repair Program offers deeply discounted repairs for those unable to afford maintenance on their existing vehicles. Reliable transportation opens doors to education, employment, healthcare, and a better quality of life, and we're committed to making that a reality.

Position Summary

We are looking for a **Purchase Program Coordinator** to oversee our Vehicle Purchase Program. The ideal candidate is detail-oriented, highly organized, and passionate about serving our community. This role requires strong communication and time-management skills, along with the ability to create a welcoming environment—especially for communities of color. In addition to coordinating the Vehicle Purchase Program, this individual will assist the Vehicle Repair Program Coordinator with the Repair Program caseload. **Bilingual (Spanish/English) candidates are strongly encouraged to apply. This position is 100% in-person.**

Key Responsibilities

- Guide applicants, case managers, and partners through the program, from application submission to vehicle purchase.
- Handle paperwork and ensure compliance with NC Department of Motor Vehicles regulations.
- Process vehicle sales transactions and coordinate warranty services.
- Work closely with shop staff to schedule warranty-related repairs.
- Maintain accurate data in program management software.
- Guide program participants through the Vehicle Repair Program process and maintain a portfolio of open cases.
- Collaborate with the Program Team to ensure smooth operations.
- Provide “front-desk” support and greet guests at our office.
- Perform other duties as assigned by the Program Director.

Qualifications

- **Education:** Bachelor's degree or equivalent experience.
- **Experience:** Minimum **3 years** in a related role.
- **Technical Skills:** Proficiency in Microsoft Excel, Word, Google Drive, and Gmail. Strong data management and analytical skills.
- **Personal Attributes:** Excellent multitasking, attention to detail, adaptability, and communication skills. Ability to work independently and as part of a team.
- **Commitment:** Passion for our mission and dedication to equity and inclusion.
- **Additional Requirements:** Valid NC driver's license and a safe driving record.

Compensation & Benefits

- **Pay:** \$22.10/hr, 35-40 hrs/wk (**Bilingual candidates earn up to \$1 extra per hour**).
- **Medical Stipend:** \$500/month.
- **Retirement Match:** 3% (fully vested).
- **Professional Development:** \$750/year.
- **Paid Time Off:**
 - 15 days (Year 1), 18 days (Year 2), 20 days (Year 3), 25 days (Year 4).
- **Holidays:** 10 paid holidays, 2 floating holidays, plus your birthday.
- **Short-Term Disability Insurance.**
- Working Wheels is a Buncombe County Living Wage employer.

How to Apply

Please email a **single document** (cover letter + resume) to **info@workingwheelswnc.org** with the subject line: **Purchase Program Coordinator – [Your Last Name]**.

In your cover letter, please include:

- How did you hear about this position?
- How does your experience align with this role?
- Why you're interested?
- Your commitment to racial equity and/or experience working with Black and/or Spanish-speaking communities in NC.

No phone inquiries, please.

Working Wheels is an equal-opportunity employer and does not discriminate based on race, color, national origin, age, religion, disability, gender, sexual orientation, veteran status, or any other protected characteristic.