

Yellowknife Car Share Co-op

www.ykcarshare.com

bookings@ykcarshare.com

867-445-6901

JOB POSTING:

CarShare Co-operative Coordinator

- Job Classification: Part-time service contract
- Salary: \$35 per hour
- Hours: 15 hours per month
- Location: Yellowknife, NWT
- Start Date: As soon as possible
- Reports To: Yellowknife CarShare Co-operative Board of Directors

About the Yellowknife Car Share Cooperative

WHAT IS A CARSHARE?

Car sharing is exactly that - the sharing of vehicles. You reserve a car and pay by the half hour for the time you use it. The carshare takes care of the rest, including car payments, fuel, insurance, maintenance and repairs.

ELECTRIC VEHICLES IN YELLOWKNIFE?

Yellowknife's electricity is 95% hydro, so electric vehicles are practically emissions-free. Our GM Chevy Spark EV demonstrates that electric vehicles do work in the North and makes them affordable so everyone can drive one.

WHAT IS THE DEAL?

Our first vehicle, sponsored by the City of Yellowknife, is used by City employees during working hours and is available to YK Car Share members outside working hours for \$10/hour. A lifetime, refundable membership share costs \$500.

Responsibilities:

- Monitor email account and CarShare's cell-phone and respond in a timely manner
- Coordinate vehicle maintenance as required (can include liaising with relevant businesses and working with the Board to remedy vehicle issues as quickly as possible if they arise)
- Attend monthly board meetings, draft agenda and take notes
- Communicate with potential new casual drivers and members and give new drivers in-person car orientations
- Network with community groups and businesses to establish new partnerships (e.g. organizing meetings, booking table at events, identifying other ways to provide information to, and receiving feedback from, the community about the YK Car Share and its initiatives)
- Coordinate the media relations programs for the YK Car Share (e.g.: manage media lists, write press releases, backgrounders, fact sheets, articles, key messaging, speeches and speaking points, - coordinate media requests)
- Manage the on-line booking system
- Keep financial records and booking-keeping spreadsheet up to date, generate monthly invoices and keep track of of payments
- Update the YK Car Share website, blog and Facebook page

Qualifications:

- Self-motivated and able to work independently
- Superior time and project management skills; able to work under changing circumstances within deadlines
- Attention to detail and ability to manage various tasks simultaneously
- Excellent relationship-building skills, including the ability to win over the hearts and minds of potential users and partners
- Excellent written and verbal communication skills
- Experience in volunteer recruitment and supervision
- Knowledge of budgeting, book-keeping and finance
- Computer skills and ability to work fluently in Google Docs, Google Sheets, Gmail
- Ability to learn new online software platforms such as Engage (booking platform), squarespace (website), Astus (vehicle tracking system), Chargepoint (vehicle charging)
- Knowledge of electric vehicles an asset, but not a requirement
- A passion for reducing greenhouse gas emissions and seeing fewer vehicles on our roads!

Requirements:

- Valid Class 5 License

- YK Car Share is committed to employment equity and welcomes applications from all qualified candidates. People of indigenous ancestry, people with disabilities and visible minorities are invited to identify themselves as members of these groups when they apply.

Send resume, cover letter and contact information for two references by email to: Yellowknife CarShare Cooperative at bookings@ykcarshare.com.

Only those who are selected for interviews will be contacted. The position will remain open until it is filled.