



The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

## **Vehicle Program Manager Wanted**

We are looking for someone to join our team to lead the planning & development, implementation, and monitoring of a multi-faceted innovative transportation program that assists people moving out of poverty through meeting their daily transportation needs.

This person has integrity, creativity, passion and a commitment to serving others and community development. The leader we seek is a highly motivated self-starter who is organized, able to prioritize tasks, and is highly skilled at program development, planning and community networking. Starting wage is \$21.08 per hour, plus benefits.



## **Qualities & Qualifications**

- \*An Associate's degree in Business/Office Management and three (3) years of experience with auto mechanical services preferred or a combination of six (6) years' experience and education.
- \*Strong communication, computer skills and number aptitude required.
- \*Ability to write policies, procedures and development of tracking systems.
- \*Ability to work with minimum supervision, and maintain customer confidentiality.
- \*Adaptable supervisory style, flexible to business changes, provides exceptional customer service, reliable and trustworthy.
- \*Ability to work effectively with individuals from diverse cultural and economic backgrounds.
- \*Experience working with external community groups (public, private, faith-based), to build and maintain professional relationships.
- \*Understanding of or willingness to learn tax laws and tax related forms as it pertains to vehicle donation/ sales.
- \*Strong public speaking/ presentation skills.

## **To apply**

For application materials, visit our website: [www.tricap.org](http://www.tricap.org) or email us at [hr@tricap.org](mailto:hr@tricap.org) or you can visit our office or call for an application. Position open until filled.