



## **Operations Manager**

CarShare Vermont is seeking a full-time manager to guide our operations and strategic growth with a focus on mission and long-term financial stability. We offer a creative and collaborative environment, plenty of challenging and fun work, and the opportunity to learn and grow within the organization.

### Responsibilities

- Develop systems that enhance CarShare Vermont's operational efficiency and user experience
- Analyze and present data to inform strategies that advance organizational goals
- Determine optimal locations for CarShare Vermont's vehicles and negotiate agreements with host partners
- Support CarShare Vermont's efforts to electrify its fleet
- Assist with program evaluation and reporting
- Assist with fleet purchasing and related budget planning
- Oversee auto insurance policy, including claims and risk management efforts
- Serve as knowledge base for carsharing technology
- Supervise on-call staff, including recruitment and training
- Support day-to-day member services and fleet management tasks
- Participate and present information at monthly board meetings and at public meetings as needed
- Participate in the weekday on-call rotation (average 4 days per month)

### Qualifications

- Demonstrated commitment to CarShare Vermont's mission
- Stellar interpersonal, communication, and organizational skills
- Excellent data management, analytical, and presentation skills
- Experience within the sustainable transportation, planning, and/or public policy fields preferred
- Must live in CarShare Vermont's service area and meet our membership eligibility requirements

The operations manager will report to the executive director. This is a full-time position with a starting salary range of \$54,000 to \$64,000. Benefits include health insurance, generous paid time off, matching retirement plan, and a free CarShare Vermont membership. CarShare Vermont is an equal opportunity employer and does not discriminate based on race, religion, color, nation of origin, sexual orientation, gender identity, disability, age, or anything else.

To Apply

Email a resume and cover letter to Annie Bourdon at [annie@carsharevt.org](mailto:annie@carsharevt.org) with the subject line, Operations Manager.