



**Community Car, LLC.**  
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## Vice President Job Announcement and Application

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### Announcement

Community Car, LLC is seeking a Vice President who will manage the business and lead the expansion of the organization. The candidate for this position should be passionate and committed to improving the environment and community, driven (pun intended), entrepreneurial, optimistic, and eager to seize opportunities. Job duties for this 24/7 operation include, but are not limited to: marketing, budgeting, strategic planning, and business development, car purchase/lease and location decisions, staff management and HR. The person best suited for this job is technically and operationally oriented, a problem solver and strategic thinker, growth oriented, and excited to become a leader in the new car sharing industry. Knowledge of the alternative transportation sector is a plus. Desired qualifications: Minimum of 7 years of experience in a service industry, the environmental field, or a relevant business; 2-5 years management experience; bachelors degree in business or related field, Masters degree a plus. This position requires up to 20% travel.

### About Community Car

Community Car, LLC. ([www.communitycar.com](http://www.communitycar.com)) is Wisconsin's first car sharing organization. We're 5 years old, 1,000 members strong, and have a fleet of 17 cars and growing. The team at Community Car includes an operations manager, a financial administrator, a fleet coordinator and an office assistant. Our green office space is an open and creative environment in a renovated building on the Capitol Square in downtown Madison, Wisconsin. We share lunches, staff meetings, and office space with our sister company, Madison Environmental Group, Inc. ([www.madisonenvironmental.com](http://www.madisonenvironmental.com)).

### Time Line

Our ideal start date is between January 1 and February 1, though applications will be accepted on a rolling basis until the position is filled. Top candidates will be asked to give a 20 minute presentation to the staff on their vision for marketing and growing Community Car, LLC.

### Application Guidelines

Please submit a cover letter, resume, and answers to the following questions in either the cover letter or as an attachment to the cover letter. The cover letter and answers to the following questions should not exceed three pages. Send your materials to [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com) or by mail.

1. Why are you interested in Community Car?
2. Why do you think it's important for people to drive less, and what are you doing to drive less?
3. What assets would you bring to this position?
4. What is the most interesting or informative book you've read in the past two years?

Contact Information

If you have questions, please call Sonya Newenhouse, President of Community Car and Madison Environmental Group, Inc. at (608) 280-0800 or cell phone at (608) 220-8029.