



EDUCATION LOGISTICS COORDINATOR

POSITION TYPE: Hourly / Full Time Seasonal (non-exempt), ~May 20-Aug 15th

REPORTS TO: Anchorage Education Director

LOCATION: Alaska Geographic Central Office, Anchorage

PAY: \$24 - \$26.50/hour, depending on experience

COMPETENCIES

We're seeking an outdoor educator who is passionate about the behind-the-scenes logistics required for implementing education programs for diverse Alaska teens, offered at no cost to the student. If you're someone who thrives on the detailed intricacies of program and expedition facilitation, possesses a sharp eye for risk management, and finds fulfillment in student engagement alongside hands-on field work, then this opportunity may be a great fit for you. As an integral part of our Anchorage Education team, you'll facilitate the logistics of influential programs that deeply resonate within our Alaska community.

The Anchorage Education Logistics Coordinator reports to the Anchorage Education Director and supports Alaska Geographic in running free teen expeditions for Alaska teens. This position is instrumental in orchestrating the logistics for our backpacking programs aimed at Alaska teens. Responsibilities encompass a wide array of tasks, including driving trips to and from the field, organizing pre- and post-trip paperwork, coordinating gear and food pack-outs, co-facilitating student orientations, communicating with students and families via phone and email, and overseeing gear and warehouse management.

A key aspect of this role involves being on call while trips are in the field. This necessitates your availability within a one-hour radius of Anchorage, with reliable cell service, while scheduled for on-call duty. You'll be entrusted with independent decision-making authority for risk management scenarios. On-call time is paid.

This multifaceted role not only ensures the smooth execution of our programs but also fosters a sense of safety and assurance for both participants and their families.

ESSENTIAL FUNCTIONS:

- Implement and oversee all logistics for Anchorage Education backpacking programs, assisting with sea kayak program logistics as needed.
- Participate in the on-call system to support evacuations or other emergencies.
- Provide effective and clear communication to Trip Leaders and Education staff.
- Maintain positive relationships with students and their families to establish a long-term connection to outdoor recreational pursuits on public lands.
- Communicate and model company standards and policies as stated in the Employee



Alaska Geographic

Manual.

- Internal alignment with the AK Geo mission and developing a culture of inclusion within the organization.

RESPONSIBILITIES AND DUTIES:

- Participate in the risk management on-call team, rotating with other full-time Education staff to ensure we have Anchorage-based 24-7 phone support for trips in the field.
- Provide transportation for programs, driving a 15-passenger van with a trailer in various road conditions between Anchorage, Seward, Whittier, and Denali.
- Assemble comprehensive trip folders which includes student paperwork, emergency action plans, itineraries, maps/resources, and contingency plans.
- Assist Trip Leaders with pre-trip pack outs and post-trip decommission.
- Assist in student orientation days, helping Trip Leaders outfit students for their upcoming trips.
- Oversee the functioning of all backpacking equipment.
- Assist in basic maintenance and upkeep of facilities.
- Maintain a clean driving record.

REQUIRED EXPERIENCE, LICENSES, CERTIFICATIONS, ABILITIES, OR KNOWLEDGE:

- 21+ years old.
- Must have a valid driver's license and clean driving record.
- Evening and weekend availability.
- Excellent writing and verbal communication skills.
- General understanding of expedition programming, preferably 1+ season working in outdoor education/recreation or adventure tourism/guiding.
- Proactively and independently solve problems quickly and implement solutions.
- Experience with independent decision making in a professional environment.
- Excellent organization and time management skills. Ability to organize, prioritize, and efficiently complete diverse tasks while tracking many details.
- Knowledge of Alaska's natural history, Alaska Native cultures, general understanding of federal public lands, in particular areas of program operations, is preferred.
- Strong preference given to Alaska-based candidates.
- Must live in the immediate Anchorage area. Housing is not provided; lodging is reimbursed up to \$20 a night (the rate of a Chugach State Park campsite).
- A federal background check is required for this position.
- Must be able to lift 60 pounds regularly and throughout the day
- Must be legally authorized to work in the U.S.



WHO WE ARE

Since 1959, Alaska Geographic (AK Geo) has been the official nonprofit education partner to Alaska's public lands. We currently partner with Alaska's National Parks, National Wildlife Refuges, National Forests, BLM Public Lands, and State Parks. We create and deliver exceptional education programs and products through collaboration with public land agencies. We extend the visitor experience by providing lasting mementos that facilitate opportunities for emotional and intellectual connections between public land resources and visitors. We support education programs and interpretive store sales, raise funding for youth programs, stewardship projects, and arts and education programs. Together with our public land partners, we are dedicated to sharing Alaska's rich natural and cultural heritage. We envision inspired people experiencing, supporting, and protecting Alaska's national parks, forests, refuges, and conservation lands for generations to come.

Alaska Geographic is an equal-opportunity employer.

This is a non-exempt seasonal position based in Anchorage, Alaska.

This position is not eligible for housing assistance or relocation costs.

For more information about Alaska Geographic, visit our website at akgeo.org

This job description does not list all the duties of the job. You may be asked to perform other instructions and duties. You will be evaluated in part based on your performance of the tasks listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Updated: April 12, 2024

To apply, please send a resume to education@akgeo.org