



EDUCATION LOGISTICS COORDINATOR

POSITION TYPE: Hourly / Seasonal (non-exempt)

SCHEDULE: June-July Full-Time - April, May & August Part-Time

REPORTS TO: Anchorage Education Director

LOCATION: Alaska Geographic Central Office, Anchorage

PAY: \$22/hour

ROLE OVERVIEW

We are seeking an outdoor educator to coordinate and implement logistics for diverse Alaska teens and teachers. If you are interested in the behind-the-scenes logistics required for implementing expedition-based programs, thrives on the detailed intricacies of program and expedition facilitation, possesses a sharp eye for risk management, and finds fulfillment in student engagement, then this position may be a great fit for you. This role ensures smooth program execution and has the opportunity to lead 1-2 courses throughout the summer.

CORE RESPONSIBILITIES:

- Implement and oversee logistics for Anchorage-based education programs including but not limited to: organizing pre- and post-trip paperwork, planning menus and food shopping, driving trips to/from the field, communicating with students and their family to ensure trip preparedness, and co-facilitating pre-trip orientations.
- Co-lead 1-2 courses during the summer.
- Oversee and maintain trip gear and gear warehouse. Assist in basic maintenance and upkeep of facilities.
- Provide transportation for programs, drive a 15-passenger van with a trailer in various road conditions between Anchorage, Whittier, and Denali.
- Participate in the risk management on-call team, rotating with other full-time staff to ensure we have Anchorage-based 24-7 phone support for trips in the field.
- Assemble comprehensive trip folders which includes student paperwork, emergency action plans, itineraries, maps/resources, and contingency plans.
- 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 Manual.
- Internal alignment with the AK Geo mission and developing a culture of inclusion within the organization.
- Maintain a clean driving record.



QUALIFICATIONS:

- 21+ years old.
- Active Wilderness First Aid required, WFR strongly preferred.
- Must have a valid driver's license and clean driving record.
- Evening and weekend availability May-early August
- 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 and transportation are not provided.
- 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. 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: January 2025

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