



## **LOGISTICS COORDINATOR JOB DESCRIPTION**

The Logistics Coordinator for Explore Austin will further the mission of Explore Austin through the being responsible for logistics and implementation of program activities.

This is a part-time position.

**CONTACT: HILLARY KUNZ**

**PHONE: 512.320.8899**

Send letter of interest, resume, and any letters of recommendation to [JOBS@EXPLOREAUSTIN.ORG](mailto:JOBS@EXPLOREAUSTIN.ORG) by Thursday, Feb. 13.

### **DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

#### **Program Implementation duties**

- Assists in coordinating Saturday programming twice a month
  - Completes tasks related to Saturday Challenge preparation and follow-up
  - Assists in Saturday Challenge check-in and organization twice a month

#### **Administrative and Reporting duties**

- Files program invoices
- Keeps up-to-date records of Mentors' skills and trainings
- Maintains up-to-date records of all program participants
- Implements program evaluation systems
- Reports and tracks progress toward program milestones and metrics
- Manages necessary waivers and forms

#### **Logistics duties**

- Gear and Resource upkeep
  - Maintains program supplies and equipment
  - Inventories and prepares gear for Summer Wilderness Expeditions
  - Cleans and organizes Base Camp

#### **Support duties**

- Assists in guiding Saturday Challenges and Summer Wilderness Expeditions
- Assists in checking off Mentors to guide activities
- Coordinates fundraising events and campaigns
- Performs other duties as assigned by Director

**QUALIFICATIONS:**

- Bachelor's degree (B.A./B.S.) in related field or equivalent
- Two years related experience or equivalent preferred
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proficient on Apple operating systems, Microsoft Office suite, Google Apps
- Strong interpersonal and presentation skills
- Demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Professional appearance and demeanor
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace
- Bilingual in English and Spanish preferred

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Performance of appropriate adventure activity guidance may be required.
- Coordinate multiple tasks simultaneously
- Continuous indoor and outdoor work
- Occasional weekend work
- Frequent automobile travel; some out-of-town (less than 10%)
- Frequent verbal contact with others
- Rapid work pace, with frequent deadlines