



## **Haines Expedition Coordinator – Job Description**

**Location:** Haines, AK – Applicant must be willing to live/relocate to Haines, AK (March – October).  
Remote work possible November-February.

### **Overview:**

The Expedition Coordinator contributes to our mission to deliver high quality experiences to our guests, prioritizing safety and cultivating a fun & professional workplace for employees. The Expedition Coordinator will help administer multi-day expedition programs, working directly with the management team at our Haines office. This position will also coordinate with and support our Gustavus and Skagway programs and will assist day program operations where necessary.

**Compensation:** Year-round salaried position – starting at \$3,800/month DOE

### **Specific Job Functions:**

#### Management of Expedition Programs/Staff:

- Primarily during Alaska operating season (March – September)
  - There may additional domestic and international programs to oversee during the October – February timeframe.
- Coordinate transfers, staff scheduling, briefings, and other trip operations.
- Review post activity reports.
- Manage warehouse staff and operations
  - Oversee the Warehouse Manager role and administration of the warehouse.
  - Schedule repair, cleaning, and other events as necessary.
- Assist in the oversight in Expedition program costs and budget.
- Assist in permit application & reporting process.

#### Sales/Client Care:

- Support sales initiatives – This includes answering phone calls and sending/reviewing emails from potential clients.
- Support sales, administrative, and operations departments with daily responsibilities.
  - Coordinate with appropriate manager for specific functions.
- Support client care efforts such as pre-trip emails, post-trip follow ups and paperwork collection.
- Oversee client transfers – scheduling pickups/drop offs and other tasks to ensure excellent care of our guests.

#### Day Program Support:

- Support dispatch functions including but not limited to: schedule, radio management, database interface.
- Support day trip/cruise operations as needed – this may include guiding the occasional day trip (within the area of candidates expertise/experience)

**In Alaska and the world's great ranges!**

**1.800.766.3396**  
**WWW.ALASKAMOUNTAINGUIDES.COM**





## Alaska Mountain Guides & Climbing School Inc.



### Operational Functions:

- There may be occasional need for driving, both for office support and for guest support.
- Support other projects and tasks on an as-needed basis

### Requirements:

Must have a clean driving record and valid driver's license.

Minimum 1<sup>st</sup> aid certification of Wilderness First Responder (WFR) and CPR certification.

Enthusiastic and Engaging.

Experience with Microsoft Office products – Outlook, Excel...

### Preferred:

Minimum 3-5 years' experience in outdoor industry – preferably expedition programming

Familiarity with Alaska programming

Previous management experience

### Additional Job Responsibilities

Management staff may be called in to assist overall operations including but not limited to; driving shifts, guiding trips, food prep, and other operations.

### To Apply:

Applicants should send brief cover letter and resume to [manager@alaskamountainguides.com](mailto:manager@alaskamountainguides.com)

In **Alaska** and the **world's great ranges!**

1.800.766.3396  
WWW.ALASKAMOUNTAINGUIDES.COM

