



American Alpine Institute

Alaska Range Logistics Coordinator

The American Alpine Institute is currently seeking applicants for the Alaska Range Logistics Coordinator position. This position will run from February through June, 2023. In early February, the position will be based in Bellingham, Washington, with part time hours, and then will become full-time for the duration of the time in Alaska. In Bellingham, you will receive proper training to ensure you are set up for success before the start of the Alaska season. In late April, you will move to Anchorage, Alaska for the mountaineering season (May and June). After the season in Alaska is finished, the individual will have the **option** to return to Bellingham to work as an equipment specialist for the remainder of the Cascade season. This position will end in October. To apply for the position, please complete the [online application here](#).

AAI is running seven expeditions in the Alaska Range from the beginning of May through the end of June. The Alaska logistics coordinator will assist the guides and the program manager with the logistics of setting up each expedition.

Time Commitment & Schedule:

5 month position, with potential for renewal starting in early February

- 3-month training and preparation in Bellingham
- 2-months in Alaska executing mountaineering operation

3.5 month optional return to Bellingham as equipment specialist in AAI Gear Shop

Minimum Qualifications and Requirements:

- Good driving record and valid driver's license.
- Experience in expedition and logistic planning is preferred.
- Excellent organizational skills.
- Ability to work well with others.
- An ability to communicate via cell phone and email.
- Excellent prioritization skills
- An understanding of and passion for the mountaineering industry.

Descriptions of Duties and Responsibilities:

The primary goal of this position is to assist AAI program manager and guides in various aspects of planning and operating AAI's Alaska Range mountaineering expeditions. The secondary goal of this position will be working at the Equipment Shop [in Bellingham, WA] as an Equipment Specialist after the Alaska season has concluded.

- Plan, order, and pack food for the season beginning in Bellingham, WA
- Work with the Equipment Shop staff on gear maintenance, and become familiar with PPE evaluation
- Set up AAI's base in Anchorage
- Stock and organize food and gear rooms
- Provide transportation and logistical support for AAI guides and clients before and after climbing trips.
- Facilitate the exchange of needed group gear between expeditions.
- Unpack, clean, and re-prepare expedition gear between trips.
- End of season tear down and inventory.

Responsibilities:

Preseason (February - mid-April):

1. Responsible for set up of food vendor predeals and ordering
2. Work with Equipment Manager for equipment ordering
3. Assist with Denali Client Equipment List update
4. Medical kit and prescription drug tracking and organization
5. Preseason transportation
6. Assist Alaska Manager with pre-season logistics and manual updates
7. Transporting gear up to Alaska

During the season (late April - late June):

1. Setup and organization of Alaska base
2. Management and coordination of guides upon arrival to Alaska; at the base during prep and post-expedition
3. Timely unpacking, cleaning, and re-prepping of expedition food and gear between trips; the successful exchange of needed group gear between expeditions; and checking in medkits
4. Uphold the designated and approved Alaska budget; manage receipts and budget tracking throughout the season
5. Provide weather forecasts and other support to guides on the mountain
6. Provide post-trip client contact
7. Daily maintenance of food organization and storage: schedule, weekly inventory

8. Upkeep of gear rooms: cleaning countertops; sweeping; cardboard box breakdown, garbage, and recycling management, and weekly trips to recycling center/dump
9. Transportation and logistical support for AAI guides and clients before/after expeditions, including support of clients finding lodging in Talkeetna after each expedition.
10. Management support for house upkeep (holding guides accountable for their usage)
11. Primary person responsible for trips to Anchorage to grocery shop and pick up/drop off guides from airport
12. Facilitate the exchange of needed group gear between expeditions
13. Check-in medkits from each returning guide and ensure that every dose of prescription medication used is accounted for.
14. Support with an end of season teardown and inventory of food and equipment
15. Responsible for keeping track of hours worked each week

Postseason (Late June):

1. Postseason inventory and shut down
2. End of season budget breakdown.
3. Responsible for packing up and setting up transportation for gear back to Washington if needed.

Optional: Further work based out of Bellingham

4. Assist the Equipment Shop with Cascades courses
5. Perform all the duties required of an Equipment Specialist
 - Approximately 30-40 hours/week at an hourly wage (DOE)

Compensation and Benefits

-\$16 per-hour in Bellingham

-\$900-\$1200/week (DOE) for the 8 weeks spent in Alaska.

-\$3000 course credit towards an American Alpine Institute program

-While in Alaska, lodging, transportation, and some food (breakfast, lunch, dinner from AAI's AK food inventory) will be provided.

To Apply:

Complete the application [here](#).

For more information, please email ak-programs@alpineinstitute.com.