

American Alpine Institute^{Ltd.}

Job Opening for Program Coordinator

Intro to the Job:

The Program Coordinator position is a job for a creative and energetic person who has great enthusiasm for people and for climbing and a desire to work for a company that is committed to providing the best mountain education in America, to protecting and preserving the natural environment, and to working proactively to assure adequate funding for public lands and public access to backcountry recreation opportunities.

This is a year-round, full-time position at what numerous media writers have termed America's leading mountain climbing school and international guide service. The duties of this job include the full range of typical office operations. Because the person filling this role will need to learn the details of AAI programs and gain the knowledge to skillfully counsel and register clients on the telephone, a good mountaineering background is required.

The Institute is composed of a highly motivated and dedicated staff serving an enthusiastic clientele from all over North America and abroad.

Duties:

- Speak with enquiring clients on the phone or converse via email to provide counsel on the most effective means for reaching their short and long-term goals in technical climbing, mountaineering, backcountry skiing, expedition climbing, and/or leadership.
- Discuss their general outdoor experience, their climbing background, and their qualifications for the programs in which they have an interest.
- Coordinate client registration and preparation for programs with via email, phone, and Skype.
- Process client registrations and oversee payment schedules.
- Schedule guides in conjunctions with the AAI Operations Manager and coordinate with on-site service providers.
- Assist in the upkeep of the Institute's website and social networking outlets.
- Coordinate with the AAI Senior Administrators on marketing efforts.
- Participate as one member of a dynamic team in strategic and operation planning and in the design and completion of special projects.

Requirements:

- Knowledge of climbing and mountaineering.
- Abilities to write and speak articulately, creatively, and effectively.
- Ability to use email, Word, and Excel.
- Outdoor roped climbing experience is required.
- An ability to work with a high level of energy, commitment, and responsibility.

Preferred, but Not Required:

- Knowledge of climbing in some of the program areas to be administered is helpful, but not required.
- Any experience with mountaineering, backcountry skiing or backpacking can be helpful.

Program Areas:

Domestic programs include: climbing, mountaineering, backpacking, Leave No Trace, avalanche and technical rescue programs in the Cascades of Washington State and Southwest British Columbia.

Compensation:

- \$28,000 to \$32,000 depending on experience.
- Partial reimbursement for personal health insurance
- 10 days paid vacation
- Pay rate, holiday pay, and health insurance benefits increase with time.

Intro to Bellingham:

Bellingham is a wonderful place to live. With an extensive system of parks and trails, excellent options for trail runners and mountain bikers are easily accessible (the American Hiking Society named Bellingham “Trail Town USA,” along with only 29 other communities). Kayakers, canoeists, stand-up paddle boarders, and sailors can put into the inland waters of the Pacific just 12 blocks from our office, where the end of the road meets the inland waters of the Pacific Ocean in northern Puget Sound (the Salish Sea). Travel east and you can climb or ski on scenic and heavily glaciated Mt. Baker. Drive north two-hours to Squamish, British Columbia, and enjoy some of the best rock climbing in North America.

Outside magazine ranked Bellingham #1 in the US for access to outdoor sports. Bellingham is ranked 8th in the US by the Environmental Protection Agency for municipal governments committed to buying green energy. And the city is ranked #2 in the U.S. for three other things: highest per capita use of the public library (we’re all trying to expand our minds); highest per capita number of arts organizations (we’re all trying to find ourselves and the meaning of life); and the highest per capita number of espresso shops (we’re all trying to stay awake in the process). In all seriousness, if you move here you will become part of a part of a bright, energized, sports-minded, and environmentally conscious community that also happens to be very warm and friendly.

Starting Date:

As soon as possible, but moderately flexible depending on the needs of the successful applicant.

Closing Date:

September 6, 2020

Application:

This is an administrative position, not an instructional or guiding job.

For an application, please visit: <https://alpineinstitute.wufoo.com/forms/xlo9yfe17tem7x/>

Please feel free to contact Jason Martin (Jason@AlpineInstitute.com) with any questions.

www.alpineinstitute.com

An Introduction to the American Alpine Institute

With a mission “*to provide world class mountain education, exceptional guided experiences and to inspire natural preservation,*” the American Alpine Institute offers courses and guided experiences in rock, snow, and ice climbing, mountaineering, backcountry skiing and snowboarding, technical rescue, avalanche awareness, hiking and backpacking, as well as leadership training.

AAI has repeatedly been ranked as one of the top guide services in the world; and the company has received broad recognition for the quality of its courses and instruction. Of particular note are the programs that provide participants with the skills and knowledge to travel effectively in mountainous terrain after they’ve completed their training.

Domestic & International Programs

The largest areas of operation for the Institute are in Washington, Nevada, California, and Alaska. In Washington’s Cascades, most courses and guided climbs begin in early May – when the weather improves and the mountains come into good shape – and continue until early October. In Nevada’s Red Rock Canyon, most programs run between October and May. In California’s Sierra, we offer programs year-round, while in Alaska our focus is on the best weather months of May, June, and the first half of July.

We also operate in many other areas: in the summer, we have programs in Canada, France, Switzerland, Russia, Tanzania, Peru, and Bolivia, while in the fall, winter, and spring we have programs in Colorado, Arizona, Canada, Ecuador, New Zealand, Chile, Argentina, Tanzania, Antarctica, and in many locations in Asia.

AAI participants find it appealing that the company operates with such geographical diversity. We climb the 7 Summits, and – large and small – we also trek, hike, teach, ski and climb on the most beautiful mountains in the world, from Alaska to New Zealand, and from Chile to China.

The combination of this technical and geographical diversity, compounded by a dedication to quality programming, packed with rewarding experiences, has earned the Institute high regard throughout the world.

"The best all around climbing school and guide service in North America."

Jon Krakauer, *Outside Magazine*

"AAI is the Harvard of climbing schools."

Matt Mooney, *New York Times*

"Simply the best climbing school and guide service in America."

Backpacker Magazine

"The American Alpine Institute is America's top climbing school."

Travel and Leisure

"AAI has America's best rock climbing program."

Outside Online

Facilities

All of the Institute's operations are managed out of our office (a converted house in the Fairhaven Historical District) in Bellingham, Washington. There are approximately a dozen office employees, and three to six equipment specialists in our retail and rental shop.

The Equipment Department fills a second AAI building (also a converted house, next to the administrative office), with retail space on one floor and rental gear and guide service gear on another. It is staffed by a retail equipment manager and a manager of equipment services for the guide service, plus several equipment specialists. The Equipment Department outfits the guide service with technical gear, rents equipment to clients and the general public, and sells gear to clients, guides, and the general public.

AAI's Leadership in the Outdoor Industry and in Environmental Protection and Education

AAI works hard for its customers, but it also works hard for the environment and for the mountain guiding and outdoor industries.

AAI and its staff have been creators and shapers of programs and policies within the outdoor industry as well as within the guiding industry. Several Institute guides serve as teachers and examiners in the American Mountain Guides Association's Certification Program; two AAI guides have served as national chairmen of the certification program; and AAI's founder also served as a board member and president of AMGA for a decade. Three other present and past AAI guides have served as AMGA board members and two as president.

AAI is a member of the Outdoor Industry Association (OIA), the trade association of America's human-powered outdoor sports industry, and AAI's founder served on its board and as its president for many years. AAI has participated in OIA's manufacturer's standards committees, and three AAI staffers have served as members who vote on ASTM standards for climbing equipment manufactured in the U.S. One Institute staff member served as a delegate to the National Summit on Outdoor Recreation and on the National Steering Committee of the Leave No Trace (LNT) program that established LNT as a non-profit organization. One AAI staff member also served as Chairman of the National Summit Committee on Search and Rescue.

For decades, the Institute has been proactive in efforts to preserve and protect natural environments and to foster expansion of low impact recreation opportunities for all Americans. AAI has been an active lobbyist in Washington, DC, working for better funding of our federal land management agencies, for full funding of the Land and Water Conservation Fund, and for legislation that creates new wilderness areas or otherwise protects important natural landscapes.

AAI is among the oldest members and financial supporters of the Conservation Alliance, a group of outdoor industry companies that disburses its collective annual membership dues to grassroots environmental organizations. It directs its funding to community-based campaigns to protect threatened wild habitat, preferably where outdoor enthusiasts recreate. It has dispersed \$13 million in grants since its inception in 1989.

The Institute is also a financial supporter of North Cascades Institute, and its founder has served as its president on the NCI board of directors for many years. The North Cascades Institute seeks to inspire closer relationships with nature through direct experiences in the natural world. Its mission is to conserve and restore Northwest environments through education, and it connects people, nature and community through science, art, literature and the hands-on study of the natural and cultural history of the Pacific Northwest.

Work Atmosphere

AAI is a great place to work. It provides opportunity to work with a group of inspired people who care about their work, each other, and the environment in which we live. It is a skilled and enthusiastic group that is extremely active in a variety of outdoor sports (especially climbing and skiing, but also mountain biking, cycling, running, sea kayaking, river kayaking, kiteboarding and canyoneering). Many long-term friendships and climbing partnerships originate here.

We are also privileged to work with a well-educated, highly motivated, and enjoyable clientele. It's a lot of fun helping participants prepare for their adventures around the world. The work at AAI involves a great deal of personal contact with AAI clients, many in person and many more on the telephone. Variety is also characteristic: from designing marketing and promotional materials and strategies, to program development and scheduling, to routine data entry and brochure mailings, all aspects of administering to and corresponding with our clients are conducted on a friendly, enthusiastic, and professional basis from our centralized office and equipment shop.

To apply for the position, please log onto:

www.alpineinstitute.com/about-us/employment/

Please feel free to contact Jason Martin at 360-671-1505 or jason@alpineinstitute.com with any questions.