



# **NOW HIRING!**

## **FAIRBANKS OFFICE MANAGER**

### **STATUS**

Part Time | 15-20 hours per week  
Hourly

### **OVERVIEW**

The Airmen is looking for an organized, self-disciplined people-person (preferably a pilot) with a minimum of 3 years aviation and administrative experience to join the Airmen team!

The Office Manager reports directly to the Executive Director and works independently in the Airmen's Fairbanks office. The Office Manager oversees all administrative procedures, retail sales, and is responsible for Airmen membership recruitment and being the Airmen's representative and point of contact in the Fairbanks area. Experience in or knowledge of general aviation is essential.

The Office Manager works with all staff to network with, retain, engage, and recruit new members. The OM will phone/webcam in to staff meetings on Tuesday mornings; work with the Fairbanks board member; and represent the Airmen at Fairbanks aviation events. The Office Manager works with all staff to support and promote the organization's mission and vision.

### **DUTIES & RESPONSIBILITIES**

- Oversee Administrative procedures
- Recruit members for the Airmen membership
- Manage and process all Fairbanks retail sales
- Maintain and utilize membership software and database
- Internal office maintenance
- Minimal updating of information and notices on website and/or social media content
- Answer phone calls and member emails
- Attend and network with the Fairbanks aviation community
- Assist staff with member events and event planning
- Some overtime, evenings, and weekend hours are required

- Assist with other duties as needed

## **QUALIFICATIONS**

- Aviation industry knowledge, experience, and connections
- Understands the customs procedures
- Knowledge of interior fuel locations
- Organizational experience
- Must be proficient with Excel, Microsoft Word, and Powerpoint
- Goal-oriented and outgoing individual with attention to detail
- Responsible individual that takes initiative and is self-disciplined
- Excellent verbal and social skills
- Excellent time-management skills
- High School Degree or equivalent required

## **COMPENSATION**

- DOE
- Bonuses established at start of employment

## **TO APPLY**

Please send cover letter, with references, and resume (or questions) to Corey Hester, Executive Director of Alaska Airmen: [corey.hester@alaskaairmen.org](mailto:corey.hester@alaskaairmen.org)