

Vacancy Announcement

DATE: February 12, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Director, Flight Operations Training
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Director of Flight Operations Training with Ravn Air Group. This position reports to the Vice President of Operations for Ravn Alaska and is responsible for the coordination, development and implementation of the Flight Operations Training Program (FOTP). The Director of Flight Operations Training will work closely with the Chief Pilot (CP) for Ravn Alaska, Director of Inflight Services (DIS), and the Manager of Dispatch (MD). The successful candidate will have commercial or military aviation experience, a background in training and formal instruction, and a high proficiency with computers.

This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business needs.

Minimum Qualifications

- High School Diploma or GED required; Bachelors or Associates degree in aviation or related fields preferred;
- Requires a minimum of two years previous commercial or military aircraft flight and/or ground instruction experience
- Must have previous experience with formal instructional systems; previous experience with Learning Management Systems (LMS) preferred;
- Demonstrated classroom communications and instructing ability required; previous pilot and instructor experience is highly preferred;
- Basic knowledge and understanding of Air Traffic Control (ATC) procedures, Federal Aviation Regulations (FARs), the Aeronautical Information Manual, meteorology and other aviation-related subjects is required;
- Knowledge of Crew Resource Management (CRM) concepts is required;
- Requires general knowledge of commercial aircraft system;
- Must have familiarity with theories of learning and teaching methods and the ability to apply the most appropriate teaching methods to fit the situation;
- Demonstrated computer skills utilizing word processing, presentation, and graphic software;

- Highly proficient writing and editing skills to develop training documents and manuals;
- Capable of working independently or as a team member for a group projects;
- Strong prioritization and time management skills;
- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Coordination with the CP to ensure standardization of the pilot portion of the FOTP with Company operating procedures;
- Coordination with the DIS and MD to ensure standardization of the Flight Attendant and Dispatcher portions of the FOTP with Company operating procedures;
- Has ultimate responsibility for maintaining pilot/flight attendant/dispatcher training records in accordance with the FARs;
- Responsible for scheduling all ground training, simulator and flight training events in accordance with the FOTP;
- Coordination with the Director of Maintenance on developing training courseware and ensuring that all flight crews/dispatchers are trained accordingly whenever a new component is installed or removed from the airframe that will affect the operation of the aircraft;
- Develops periodic training projections based on estimates of crew staffing requirements (this will entail detailed discussions with the Chief Pilot);
- Teaches general subjects, in coordination with the program manager, and delegates aircraft systems ground schools to qualified instructors as needed;
- Responsible for developing and maintaining both Instructor-led and computer-based aircraft-related ground training courseware, lesson plans, in addition to instructor guidelines and related training materials for the Bombardier Dash 8 Q100 aircraft in accordance with training policies, procedures and regulatory guidance;
- Ensure adequate training facilities are available;
- Promotes the Company safety culture;
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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