

Job Description

## Updated 10/12/18

**Position Title:** Assistant Director of Logistics

**Reports To:** --

**Qualifications:**

Individual must have strong written and verbal communications skills. Must be detail-oriented and have ability to plan and execute events. Individual must be a leader as well as a team player.

**Education/Experience:**

A bachelor's degree in business administration, marketing, communications, journalism or human services is preferred. Experience in event planning, cycling/touring, volunteer relations, and fundraising preferred. Experience with and understanding of The Ability Experience, summer event programs and cycling experience are preferred.

**Supervisory Responsibilities:**

Supervising Logistics Interns, Gear Up Florida and Journey of Hope crew and team members.

**Duties and Responsibilities:**

1. Responsible for all aspects of the Journey of Hope logistics including coordinating all lodging, meals, and mission-related activities.
2. Establish and manage processes to ensure events meet the standards and impact the mission of the organization.
3. Maintain the volunteer database and prepare grid books with the information needed for volunteers, project managers, crew, cyclists and parents.
4. Responsible for the communications and stewardship of more than 500 volunteers across the country.
5. Manage the route management system and work with local resource volunteers to provide guidance and confirmation on all routes.
6. Provide direct support to each Journey of Hope team by traveling to various city stops and providing guidance, support and safety review
7. Assist the event permitting, grants and financial oversite process for all Journey of Hope routes
8. Assist in team training including support for Regional Team Trainings, orientations and other programs as needed
9. Supports Pi Alphas and other cyclists signed up for Pi Alpha Ride Alongs.
10. Manage the survey program for all team members and volunteers to provide recommendations for future events
11. Up to 25% travel including nights and weekends
12. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**How to Apply:**

If you are interested in this position, please submit a cover letter (including salary requirements), resume and references to Basil Lyberg via email at [blyberg@abilityexperience.org](mailto:blyberg@abilityexperience.org). Please put “Logstics Position” in the memo.