



**POSITION AVAILABLE**  
**Gap Logistics Coordinator**  
**HIGH MOUNTAIN INSTITUTE**

The High Mountain Institute is seeking a **Gap Logistics Coordinator**, a full-time position in HMI Programs **to begin in June 2021**. Responsibilities include overseeing the logistics for field operations of HMI Gap and Summer programs and serve as a field instructor for these programs.

**About the High Mountain Institute:** HMI joins the best of a traditional independent school environment with top-class outdoor education opportunities. HMI seeks to connect our students to the natural world and teach them essential leadership and communication skills through participation in a rigorous academic program, extended wilderness trips, and a community of shared responsibility. For more information, please visit [www.hminet.org](http://www.hminet.org).

**Position Responsibilities:**

- Directly implement the logistics systems for HMI Gap and Summer programs, including
  - Managing schedules, paperwork, and logistics (equipment, food, lodging, transportation, etc.)
  - Supporting programs through additional instruction (e.g. leading rock climbing or canyoneering activities) and facilitating program transitions
  - Communicating between field teams, administration, and other contacts about program logistics
- Serve HMI's emergency response team, "on-call" 24 hours/day, 4-6 days per week
- Lead HMI field programs (6-14 weeks per year, depending on program enrollment size)
- Live and/or travel to support program operations in the American West and Chilean Patagonia

**Position Salary & Benefits:**

- Salary range: \$32,000 - \$35,000
- Health, dental, and vision benefits
- 4-9% retirement benefits match after 1 year
- Up to 8 weeks vacation annually
- Travel expenses (including international airfare), room, and board for onsite program support
- Wilderness leadership training opportunities
- Annual professional development opportunities
- Competitive salary, dependent on experience

**Qualifications:** Associates degree or higher, willingness to acquire and maintain current WFR & CPR certifications, significant experience leading students in international/outdoor contexts, enthusiasm for working with young adult populations, highly organized with the ability to manage complex schedules and tasks independently and with strong attention to detail and in stressful situations, criminal and driving background check required.

Highly competitive applicants will have previous experience in program logistics management. They will demonstrate the ability to support students from diverse backgrounds, including students who are unwell or in crisis. Finally, they will have strong written and verbal communication skills in English and Spanish.

**How to Apply:** Please submit a cover letter and resume to Em Ducharme, Administrative Coordinator for the HMI Semester, via e-mail at [gaplogistics@hminet.org](mailto:gaplogistics@hminet.org) and fill out the [HMI Prospective Employment Form online](#). We will begin our initial review of applications on February 15 and will continue reviewing applications until the position is filled. Finalists will be invited to HMI (in-person or virtual as public health guidelines dictate) for a formal interview.

Correspondence via e-mail is preferred.

The High Mountain Institute is an equal opportunity employer that strives for diversity by honoring the differences of each member of the community. We seek to build a community (of trustees, faculty, staff, and students) that represents ethnic, socioeconomic, and geographic diversity and that brings a diversity of experience, background, talent, and perspective.