



ALASKA HUTS ASSOCIATION  
PO BOX 241754  
ANCHORAGE, AK 99524

## **JOB DESCRIPTION**

### **Position Title**

Operations Manager

### **Reporting to**

Executive Director

## **POSITION SUMMARY**

The Operations Manager is a multifaceted position, requiring the ability to balance a wide variety of roles for Alaska Huts. The position's priority will be maintaining Manitoba Cabin and Yurts' operations, from physical maintenance, to reservation system upkeep, guest contact and volunteer coordination. The Operations Manager will be in charge of executing a Marketing and Communications Plan for Alaska Huts, with guidance from the Executive Director. The Operations Manager will also assist with events, donor communications and other fundraising activities as necessary. They will work within the guidelines, policies and mission of the organization and will be accountable and responsible for additional duties as assigned.

## **DUTIES & RESPONSIBILITIES**

### **Manitoba Cabin Operations**

- Visit cabin regularly to ensure that it is fully stocked and to perform minor maintenance both independently and with volunteers
- Maintain and update online reservation system
- Communicate with guests pre and post stay to answer questions, provide information and follow up on any relevant issues
- Identify major maintenance issues and work with Executive Director and volunteers to develop a plan of action
- Work with volunteers, educators and community nonprofit groups to develop educational programming based out of Manitoba Cabin

### **Marketing & Communications**

- Execute Alaska Huts' communications plan
- Maintain an active social media presence and create new web content as needed
- Oversee email communications
- Work with the Executive Director to create and implement communications strategies for individual events
- Create promotional materials for the organization and our facilities



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### **Fundraising**

- Work with Executive Director to communicate with membership throughout the year with the goal of building long lasting relationships between donors and Alaska Huts
- Assist with monitoring donor database to track donor relationships
- Assist with maintaining the donor recognition program

### **SKILLS & QUALIFICATIONS**

- Ability to work independently without supervision
- Ability to build relationships with volunteers, donors and guests
- Ability to perform minor maintenance and cleaning necessary to maintain a backcountry facility
- Social media and marketing savvy – ability to design and execute successful marketing efforts on a shoestring budget.
- Interest and experience in fundraising
- Willingness to spend time in both an office environment, as well as in the backcountry
- Experience working in the outdoor industry; backcountry hut experience, either for work or recreation, is a plus

### **POSITION DETAILS:**

This is an hourly non-exempt remote position based in Southcentral Alaska. It will start at \$15 an hour for 15 hours/week, with the opportunity to grow as the organization expands. We offer flexible scheduling, and encourage employees to take time to play outside! Employee will be expected to make regular visits with personal vehicle to Manitoba Cabin on the Kenai Peninsula (1.5 hours south of Anchorage on the Seward Highway). Employee will be compensated for travel via the IRS standard mileage rate.

Interested applicants should submit a resume and cover letter to Mackenzie Barnwell at [mackenzie@alaskahuts.org](mailto:mackenzie@alaskahuts.org). Applications will be accepted on a rolling basis. Position is open until filled.