



**Your Life. Our Mission.**

## Lead Organ Logistics Coordinator

### PRIMARY PURPOSE

The role of the Lead Organ Logistics Coordinator (OLC) at Boston MedFlight is critical in supporting organ transport operations for the Massachusetts Organ Transplant Consortium. This full-time position involves coordinating and managing various aspects of organ transport missions. This position will work under the guidance of the Director of Organ Transportation. This is a full-time, non-exempt position working 40 hours per week.

### ESSENTIAL DUTIES

- Conduct all aviation operations in accordance with Federal Aviation Regulations Part 135 and BMF's General Operations Manual (GOM) and Operations Manual.
- Liaison between the Boston MedFlight communications center and the Organ Transport Team
- Accept initial intake information from the Communications Center, begin transport planning process, and immediately reply to the responsible transplant center with feasibility of BMF completing the transport request.
- Coordination of aircraft and ground resources for organ transport missions, including both aircraft and ground support to successfully complete organ transport mission
- The OLC ensures effective communication with transplant centers throughout each mission to keep them informed and updated.
- Make appropriate, complete, and timely information entries in mission tracking applications.
- The OLC is expected to provide excellent customer service to the clients requesting organ transport services.
- Keeping track of relevant data and updating the status of ongoing missions is a vital responsibility of the OLC.
- Provide initial feasibility response to an organ or transplant team transport request utilizing extensive knowledge of aviation rules, regulations, policies, capabilities, aircraft performance, crew availability, weather, and vehicle readiness.
- Provide an initial time-distance calculation and weather analysis to the pilot team to assist in their transport request accept/decline decision making.
- Collaborate with the fixed-wing pilot in charge to plan flights and provide flight release.
- Maintain flight following services for all flights as required by 14CFR135 and the BMF General Operating Manual.
- Conduct routine lost aircraft exercises.
- Conduct complete information pass down between OLC shifts to assure continuity of service to our customers.
- Train and mentor OLC's in performing their job.
- Provide ready and immediate accessibility to answer questions or concerns from OLC's on shift during off-shift hours.

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[www.bostonmedflight.org](http://www.bostonmedflight.org)

# ***BOSTON Med Flight***

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- Serve as primary liaison with Lead Communications Specialist in developing cross-programmatic policies.
- Review all organ transport documentation, to include RescueNet data entries, on a weekly basis to assure quality of recordkeeping.
- Support Organ Transport Operations team and provide strong direction on policy and procedural issues.
- Other duties as assigned by the Director of Organ Transportation.

### **MINIMUM QUALIFACTIONS**

- Preferred experience in the organ transplant field, charter flight operations management or aviation dispatch.
- Excellent communication skills
- Proficiency in data entry and the Microsoft Office suite
- Flexibility and ability to work in a high-acuity work environment with attention to detail.
- On Call Availability
- Class III employment physical required provided by BMF's Occupational Health Provider.
- Must be able to work independently as well as interdependently.
- Must hold a valid state driver's license.

### **NOTES:**

- A. An FBI background and CORI checks will be performed prior to employment. Favorable criminal background check required.
- B. BMF employees in safety sensitive roles are subject to random drug screens.
- C. Boston MedFlight requires that all staff be vaccinated against influenza (flu) and COVID-19 as a condition of employment.

### **How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé.

### **For More Information**

Please visit our website to get more information about current job opportunities and our program: [www.bostonmedflight.org](http://www.bostonmedflight.org)

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