



Your Life. Our Mission.

New England Life Flight, Inc.
d/b/a Boston MedFlight

POSITION: Organ Logistics Coordinator

PRIMARY PURPOSE

The role of the 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. The Logistics Coordinator I serve in a 12-hour shift capacity to provide 24/7 operational coverage. This role is responsible for taking calls from clients to arrange logistical services including air and ground transportation for both OPO's and Transplant Centers to transport medical teams, organs, or specimens as needed.

ESSENTIAL DUTIES

- Oversees the day-to-day flow of work for organ transport operations' Boston MedFlight (BMF) and third-party resources to ensure customer expectations are met.
- Demonstrates an ability to communicate effectively by phone and email to both internal and external customers to ensure requests are completed accurately and with a high level of service.
- Demonstrates an ability to make effective decisions.
- Strong interpersonal skills and an ability to critically problem solve.
- Anticipates needs of teams in the field to ensure highly functioning teamwork.
- Adheres to all policies and procedures to ensure a high level of service.
- Adheres to all documentation requirements for BMF customers.
- Participates in ongoing training and development.
- Must develop a basic understanding of OPO and transplant center language as well as aviation and ground language.
- Regular attendance at departmental meetings is required.
- Always demonstrates BMF core values.
- Contribute to the success and performance of the team and organization by achieving key performance metrics.
- Proficient in computer software programs including Microsoft and data entry.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum 2-4 years' experience in related fields - Logistics, Aviation, Transportation, Healthcare Management, Organ Donation Industry.
- 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.

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BOSTON Med Flight

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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