



Open Position - Project Coordinator

Position Title: Project Coordinator

Department: Flight Operations

Job Function: Drone Flight Planning and Pilot Coordination and Supervision

Location: Virginia Beach, VA Corporate Office

Reporting: Flight Operations Manager

About DroneUp

DroneUp is an end-to-end aerial data collection services provider for large, autonomous drone missions; leveraging our patent-pending platform, *Mission Match*[™] in both the Apple & Google app stores. Through *Mission Match*[™], DroneUp locates, qualifies and deploys drone pilots to client requirements delivering on-demand drone services in-app alongside 24/7 manned, mission oversight. DroneUp assists industries in adopting complete drone solutions in a variety of industry verticals such as Agriculture, Construction, Inspection, Insurance, Commercial Real Estate & Property Management, and Government Agencies.

Position Summary

DroneUp is seeking a Project Coordinator to join the Flight Operations Team. This full-time position requires working on-premise at a command center in Virginia Beach, VA. Project Coordinators use our *Mission Match*[™] platform to recruit drone pilots worldwide from our in-app pilot network directory. The main responsibility of the Project Coordinator is to oversee the pilot, mission, and deliverables to ensure the job meets all client requirements. The Project Coordinator will work in close coordination with other Project Coordinators to ensure successful collaboration within the Flight Operations Team and the network pilot. The ideal candidate is able to demonstrate skill in planning drone operations, aerial data collection, file handling and coordinating projects with colleagues and customers.

This position requires intermittent scheduled weekend collaboration and the ability to work via computer and phone when away from the office.

Responsibilities

- Estimate new drone service projects using autonomous flight planning software such as DroneDeploy.
- Recruit pilots who are registered with DroneUp or new to DroneUp to execute missions across the U.S. through DroneUp's proprietary *Mission Match™* system.
- Schedule and communicate flight operations with pilots, DroneUp customers and local site managers to ensure everyone is informed.
- Monitor and support pilots who are actively flying missions, including assisting with airspace approvals, weather, aircraft, mission specification, and other flight logistics.
- Monitor data uploads from pilots and provide Quality Assurance assessments to ensure the data captured meets the customers' needs.
- Complete missions by agreed deadlines.
- Keep the mission status board up to date.
- Inform the Supervisor when missions have scheduling or other conflicts.
- Some weekend on-call duty is required because missions are sometimes flown on weekends. On-call duty is rotated across the Flight Operations Team.
- Participate in research and testing of drone flight operations as an in-house pilot as needed.

Qualifications

- Part 107 Remote Pilot Certificate required.
- Knowledge of LAANC and manual FAA airspace authorization procedures required.
- Experience with DroneDeploy, Pix4D and/or other drone flight software required.
- Excellent written and verbal communication skills.
- Ability to multi-task in a fast-paced environment.
- Experience manipulating large files within Windows and/or Mac computers and uploading and downloading large files via the Internet.
- Facility with email, spreadsheet, document and ticketing systems.
- Facility with GIS platforms a definite plus.
- Proficiency with Facebook Groups/drone forums preferred but not required.

How to Apply

Please submit your resume and cover letter to careers@droneup.com.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or status as a protected veteran, or any other characteristic protected by law.