



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 the leading complete drone services provider, transforming businesses and government organizations with drone technology solutions. DroneUp's diverse suite of products includes flight services, data analysis, drone program development, regulatory consulting, training, equipment, and Part 107 drone delivery. Recognized as a UAS industry pioneer with patented mobile app technology and a commitment to research and development, DroneUp further fuels invention and application across private and public sectors. With our people, services, and innovative solutions, DroneUp delivers on operational challenges with efficiency, reliability, and safety.

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 Project Coordinator's primary responsibility is to oversee the pilot, mission, and deliverables to ensure the job meets all client requirements. The Project Coordinator will work closely with other Project Coordinators to ensure successful collaboration within the Flight Operations Team and the network pilot. The ideal candidate can 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 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 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.
- Maintain assigned projects from start to finish by fully utilizing project management software.
- Work with Supervisor to maintain operational visibility and oversight.
- Some weekend on-call duty is required because missions are sometimes flown on weekends. On-call duty is rotated across the Flight Operations Team.
- Some travel may be required for specific projects.
- Participate in research and testing of drone flight operations as an in-house pilot as needed.
- Pilots may complete in-house projects as required as part of regular work tasks.

Qualifications

- Part 107 Remote Pilot Certificate required.
- Knowledge of LAANC and manual FAA airspace authorization procedures required.
- Experience with a variety of UAS platforms is a huge plus.
- 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 is 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.