

## Field Operations Coordinator

**Job Site:** Remote in Colorado (Fort Collins area; within ~1.5 hour commuting distance)

**Reports to:** Program Director

**Schedule:** Part-time (approximately 20 hours/week, with flexibility between 15–25 hours depending on seasonal needs, trip schedules, and field support)

**Compensation:** \$23–26/hour (office work); daily rate when in the field

At Adventures in Good Company, we create small-group, active travel experiences designed exclusively for women. Our trips foster connection, confidence, and a sense of adventure—supported by strong leadership in the field and thoughtful coordination behind the scenes. We are a primarily remote team with a base in Northern Colorado, working collaboratively to deliver high-quality experiences for our travelers.

### Position Overview:

The Field Operations Coordinator supports AGC's guide team and field operations by helping ensure guides are prepared, informed, and set up for success. This role bridges communication between the office and the field—supporting coordination, logistics, and readiness—while also guiding select trips. This is a part-time, support-focused role.

### Key Accountabilities:

- Support guide scheduling and placement in collaboration with the program team
- Maintain guide availability, documentation, and certifications
- Help ensure guides have clear, timely information leading up to trips
- Support pre-trip readiness, including logistics, communication, and materials
- Take ownership of permit applications, reporting and tracking
- Help coordinate gear, vans, and supply shipments as needed
- Participate in a shared on-call rotation to support timely communication and coordination during active trips
- Assist with follow-up on trip logs and field feedback
- Help surface trends or recurring issues to the program team
- Support coordination of onboarding and training for new guides
- Strong sense of ownership and follow-through in both independent and team-based work
- Guide AGC trips on a limited basis, based on experience, availability, and business needs

### What You'll Bring:

- Prior experience as a guide, trip leader, or in outdoor/adventure travel operations
- Strong understanding of group dynamics and field-based travel
- Clear, professional communication skills and ability to build trust with guides
- Highly organized and detail-oriented
- Ability to manage multiple moving parts in a dynamic environment
- Proactive, dependable, and adaptable
- Comfortable working across systems (Google Workspace; familiarity with CRM/operations tools is a plus)
- Willingness and ability to guide multi-day trips

### Compensation, Schedule & Benefits:

This is a non-exempt, hourly position eligible for overtime. Compensation is \$23–26/hour for office-based work, DOE, with a daily rate when in the field. The schedule is part-time and varies with the seasonal flow of trips. Benefits include workers compensation, PTO, and sick leave, prorated for part-time employees.

### Work Environment & Physical Demands:

This is a remote role for Colorado-based candidates, with a preference for those located in or near Fort Collins to support occasional in-person collaboration. The role includes both coordination work and time in the field leading trips.