



POSITION DESCRIPTION

Position Title:	Project Manager & Instructor	Department:	Operations
Reports To:	VP of Operations	Supervisory:	No
Employment Type:	Full-Time	Salary:	Negotiated
Date:	TBD	Location:	Orlando, FL

Position Summary:

This role serves as a key link between internal teams, customers, and field operations to ensure projects are delivered safely, efficiently, and in compliance with company and regulatory standards.

This position combines project management, operational support, and instructional responsibilities, including coordinating logistics, supporting UAS flight operations, and delivering in-person and virtual training. The Project Manager also contributes to process improvement, documentation, and standardization efforts to enhance scalability across programs.

The ideal candidate is highly adaptable, detail-oriented, and comfortable working in both field and administrative environments, with a strong commitment to safety and advancing UAS operations.

Major Responsibilities and Duties:

Operational & Project Coordination

- Coordinate project scope, timelines, and deliverables with internal stakeholders and customers
- Support scheduling, logistics, and execution of training and consulting engagements
- Maintain clear communication across operations, training, and leadership teams
- Assist with documentation related to engagements, including:
 - Project summaries
 - Operational recommendations
 - After-action reports and lessons learned
- Help manage customer expectations and ensure successful delivery outcomes

Operational Support & Compliance

- Support day-to-day flight operations, including acting as Site Safety Manager when required
- Ensure safe execution of all UAS operations in accordance with:
 - Company policies



- Manufacturer guidance
- Regulatory requirements
- Assist with tracking, maintenance, and accountability of UAS equipment
- Remain current on industry trends, regulatory changes, and emerging technologies

Training Delivery & Instruction

- Deliver in-person and virtual flight training across primary and advanced UAS platforms (multirotor, VTOL, fixed-wing)
- Manage student progression, certification, and evaluation processes
- Support both Primary (IQT) and Advanced training tracks, including operations and maintenance-related instruction
- Serve as the onsite representative during training events and customer engagements
- Ensure all instruction aligns with internal standards, safety protocols, and regulatory requirements
- Support curriculum development and continuous improvement of training materials

Cross-Functional Support

- Provide support to product development, sales, and business development initiatives
- Contribute to training framework updates and operational best practices
- Assist in identifying opportunities to expand customer engagements and capabilities

Process Documentation & Standardization

- Develop clear documentation outlining operational processes, workflows, and engagement procedures to improve efficiency across all partner programs.
- Create and maintain standardized templates, guidelines, and best practices that support scalability and consistency
- Identify opportunities to refine or streamline processes, ensuring that partner interactions and internal operations remain organized and repeatable.

Other duties as assigned.

- Perform additional tasks as required to support the overall mission and goals of the organization.

Qualifications:

- Bachelor's degree (preferred)
 - FAA Remote Pilot Certificate (Part 107) required
 - FAA Private Pilot Certificate preferred (Instrument rating a plus)
 - Experience with UAS operations across multiple platforms (multirotor, VTOL, fixed-wing)
 - Experience in training delivery, instruction, or curriculum development
 - Strong understanding of UAS regulations and operational best practices
 - Ability to manage multiple projects and priorities simultaneously
 - Excellent communication and customer-facing skills
 - Proficiency with Microsoft Office and operational software tools
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Physical Requirements/Work Environment:

- Primary work location will be Orlando, FL.
 - Strong communication, presentation, and relationship-building skills.
 - Ability to manage multiple partnerships and deadlines effectively.
 - Occasional lifting of materials (up to approximately 10–50 pounds), such as training materials or equipment, may be required.
 - The position may require periodic travel to partner sites, conferences, or training locations, which may involve walking on uneven surfaces, navigating classroom or lab environments, and spending extended periods on-site.
 - When visiting training locations, the work environment may include classrooms, hangars, flight fields, or outdoor settings, with exposure to varying weather conditions.
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Intent and Function of Position Descriptions

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of an effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.
