

Air Northwest Virtual Airlines

Job Description

Hub Commander

A Hub Commander is appointed by and works for the COO. A Hub Commander is responsible for:

1. Overall management of their Hub
2. Updating their Hub pages.
3. Keeping Hub Rosters current.
4. Staying in touch with Hub pilots.
5. Making recommendations to the COO.

Skills Required:

1. Knowledge of webpage design.
2. FTP programs (to access ANW servers with files)
3. Knowledge of the Internet.
4. People skills to deal with a wide variety of personnel.

Hub Commanders COO must have a current email address. Emails from ANW pilots should be answered within two working days. High-Speed access to upload/download files is preferred, but not essential.

Reviewed by: Andrew Cook, COO

Approved by: Ron Tuskan, CEO

Date: November 10, 2008