

Air Northwest Virtual Airlines

Job Description

Training Director

The Training Director is appointed by and works for the CEO. The Training Director is responsible for:

1. Assisting the CEO in operation of the VA.
2. Providing support for ANW staff positions
3. Making decisions to benefit the VA.
4. Making recommendations to CEO or Board of Directors
5. Overall management of the ANW Training program and files.

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.

The Training Director may obtain help from others as needed to meet the needs of the Virtual Airline.

The Training Director must have a current email address. Emails from ANW staff should be answered in a timely manner. High-speed access to upload/download files is preferred, but not essential.

Reviewed by: Ron Tuskan, CEO

Approved by: Ron Tuskan, CEO

Date: November 10, 2008