

Position Title:Production Operations Coordinator

City: Tysons (McLean)

State: VA

Country:US

Type: 4 (Exempt, Bargaining Unit 1 (EB))

of Openings: 1

Category:Communications/Media/Public Relations - Production Operations Coordinator

Company Name: Air Line Pilots Association, Int'l., Tysons (McLean), Virginia, United States

Description:

Production Operations Coordinator

The **Air Line Pilots Association, International (ALPA)**, the largest airline pilot union in the world and the largest non-governmental aviation safety organization in the world seeks a Production Operations Coordinator for our Tysons (McLean), VA office. ALPA represents more than 78,000 pilots at 41 airlines in the United States and Canada. The **Production Operations Coordinator** is responsible for overseeing all production and operational activities within the Design & Production team. This includes managing production workflows, ensuring adherence to strict brand guidelines, and creating and maintaining standard operating procedures (SOPs) to streamline processes. Acting as the central point of contact for requestors, vendors, and internal teams, this role ensures that projects align with the Association's and MEC communication plan(s) and are delivered on time, meeting high-quality standards.

They play a critical role in optimizing processes, managing resources, and ensuring that the Design & Production team follows industry best practices. This role is responsible for both day-to-day operational oversight and long-term strategy development to enhance team efficiency and output. Collaborating closely with requestors, the Purchasing team,

and vendors, they review all deliverables, ensure projects are completed to specification within deadlines, and provide quality assurance and consistent brand representation across campaigns.

The successful candidate will improve operational procedures and performance; efficiently manage workflows; provide guidance, as needed; and, ensure effective and transparent communication with internal stakeholders and requestors alike, keeping them informed during all phases of a project.

Travel: 2 - 5%.

ALPA is an equal opportunity employer that is committed to diversity and inclusion in a safe workplace. We prohibit discrimination, harassment and harmful behavior of any kind based on race, color, sex, religion, sexual orientation, national origin, gender identity, caste, disability, genetic information, pregnancy, or other protected characteristics as outlined in federal or provincial laws. We highly value everyone and all are encouraged to apply, including minorities, veterans, and people with disabilities.

This position is covered by a collective bargaining agreement.

ALPA is a member-driven, staff supported, union with two internal professional unions.

Minimum Requirements:

- Bachelor's degree in relevant area from an accredited college or university required; or, the equivalent combination of education and practical experience.
- Five (5) years of related experience in production operations, purchasing, and/or project management.
- Experience in both print and digital production processes, preferably within large organizations, in-house production teams, and/or high-volume print production firms.
- Proven experience in developing and managing standard operating procedures (SOPs).
- Strong understanding of print and digital production processes and brand management.
- Experience collaborating with purchasing teams and managing vendor relationships.

- Professional experience gained while working in design, communications, and/or media-focused companies – with large in-house marketing/communications teams – may be a plus.
- Excellent time management, communication, and organizational skills, with the ability to handle multiple concurrent projects simultaneously.
- Proficiency in Adobe Creative Suite (Photoshop, InDesign, Illustrator, XD) and project management tools.

Physical Demands:

Note: The physical demands described herein are characteristic of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential physical activities of this position described below.

Constantly operates a computer/smartphone/tablet. Vision, corrected or uncorrected, must be acute and discriminating. Regularly required to maintain a stationary position; move about the office; determine what others have said or written; and, converse with others and exchange accurate information.

Regularly required to sit, stand, bend, reach, and move about the office and travel (locally, nationally, and occasionally internationally). May also include occasional bending, stooping, squatting, and/or pushing and pulling or moving, e.g., to pack, unpack, and/or move cases.

Occasionally required to move, raise, reach, and/or retrieve binders, books, boxes, and files up to ten (10) pounds (lbs.). While on travel, could be responsible to move, raise, reach, and/or retrieve luggage weighing as much as 50 lbs. (Assistance may not always be available.)

ALPA offers competitive salaries with terrific benefits, including:

- 401k Plan with Non-Elective Employer Contribution of 11% **plus** 2% into a Market-Based Cash Balance Plan after 180 days of employment. **No employee contribution required!** The 401k plan includes a Roth option and 4-year vesting schedule.
- Generous health care benefits on day one – PPO, Kaiser (where available), and a High Deductible Health Plan which includes coverage for medical, dental, and vision benefits for employee, spouse, and/or dependent children;

- 15 days paid vacation and 12 holidays per year plus 2 volunteer days per year;
- Generous sick and bereavement leave;
- Competitive parental leave;
- Company-paid premiums for disability and life insurance;
- Flexible Spending and Health Savings accounts;
- Retiree health plan;
- Education Assistance Program; and,
- Optional benefits including pet insurance, excess life insurance, legal plan, and qualified transportation fringe benefits, where available.
- Partial remote work opportunities.

PROJECTED ANNUAL SALARY RANGE: \$68,744.00 – \$98,207.00

Relocation not provided.

Sponsorship not available for this position.

Apply Here: <https://www.click2apply.net/dWZIRycO4gAGXUBN4u1g7o>

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