



# FLYGUYS

**Location: Lafayette, Louisiana. Onsite 5 days/week.**

**FLSA status: Exempt, not eligible for overtime**

## **Mission Coordinator – Job Description**

### **Role Overview**

At FlyGuys, the Mission Coordinator (MC) is a critical operator within our daily flight operations. This role serves as the connective tissue between clients, pilots, and internal teams—ensuring every mission is properly scoped, authorized, executed, and closed out successfully.

A successful Mission Coordinator is highly organized, operationally minded, and comfortable managing multiple missions simultaneously. You will regularly interpret and design scopes of work, verify pilot readiness, manage FAA airspace requirements, and provide end-to-end mission support to ensure safe, compliant, and high-quality data capture.

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### **Key Responsibilities**

#### **Mission Planning & Execution**

- Serve as the primary point of contact for pilots before, during, and after each mission.
- Interpret client requirements and design clear, accurate scopes of work aligned to job specifications.
- Ensure pilots are properly equipped, qualified, and scheduled to complete missions within designated timelines.
- Monitor mission progress and proactively resolve issues to keep operations on track.

#### **Pilot Support & Coordination**

- Maintain consistent communication with pilots throughout the mission lifecycle.
- Confirm pilot safety and job-site departure upon mission completion.

- Ensure all required data is uploaded to the correct platform in accordance with client and internal requirements.
- Assist pilots with troubleshooting related to mission scope, software, hardware, or logistics.

### **Regulatory & Compliance Management**

- Manage FAA airspace authorizations, LAANC approvals, and waiver submissions as required.
- Verify missions comply with FAA Part 107 regulations and FlyGuys operational standards.

### **Technology & Systems**

- Validate proper functionality of required hardware and software prior to flight.
- Utilize mission management and data platforms to track status, updates, and deliverables.
- Maintain accurate records and notes to ensure transparency and continuity across teams.

### **Internal & External Communication**

- Coordinate with on-site personnel and/or customer representatives as needed.
- Provide professional updates to internal stakeholders and, when required, directly to customers.
- Escalate risks, delays, or deviations with clear context and proposed solutions.

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## **Preferred Experience**

Training is provided for the right candidate; however, experience with the following tools and systems is strongly preferred:

- Photogrammetry
  - UAS flight planning software
  - Google Sheets and/or Microsoft Excel
  - Advanced computer proficiency
  - Basic project management workflows
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## **Qualifications**

- FAA Part 107 Remote Pilot Certificate (Required)
  - Experience obtaining FAA airspace authorizations and/or waivers
  - Strong organizational skills with high attention to detail
  - Excellent written and verbal communication skills
  - Ability to manage multiple missions in a fast-paced environment
  - Professional, clear communicator with both internal teams and external customers
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## **Ideal Candidate Profile**

The ideal Mission Coordinator is:

- Highly organized and process-driven
- Calm under pressure and solutions-oriented
- Comfortable owning outcomes, not just tasks
- Technically curious and eager to learn evolving drone and data workflows
- A strong teammate who values clear communication and accountability

## **Additional Responsibilities:**

The duties and responsibilities outlined above are not exhaustive and may evolve based on business needs, industry changes, and organizational priorities. Employees may be required to perform additional tasks, duties, or projects as assigned by management to support the overall success of the organization.

## **Equal Employment Opportunity (EEO) Statement**

FlyGuys, Inc. is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran or military status, or any other status protected by applicable federal, state, or local law. We are committed to providing a work environment that is free from discrimination, harassment, and retaliation.

## **Americans with Disabilities Act (ADA) & Reasonable Accommodation**

FlyGuys, Inc. complies with the Americans with Disabilities Act (ADA), as well as applicable state and local disability laws. We will provide reasonable accommodations to qualified

individuals with disabilities or medical conditions, unless doing so would cause undue hardship. Employees and applicants who require accommodation are encouraged to notify HR.

## **Employment Authorization**

Applicants must be legally authorized to work in the United States at the time of hire. Continued employment is contingent upon timely completion of Form I-9 and verification of work authorization, as required by federal law.