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Experience the thrill of working in the aviation industry at Westfield Flight Academy! This opportunity provides hands on business, aviation, and real world experiences to high school and college students looking for school credit. This position requires a minimum of 8 hours a week.

**Overview:**

Westfield Flight Academy is located at Barnes Municipal Airport located in Westfield, Massachusetts. Students will be a part of exciting and rewarding work to learn the logistics and coordination it takes to run a successful flight school and airport. With oversight from the office manager, students will be tasked with highly skilled duties in order to maintain the efficiency of the flight school operation.

**Specific Duties and Responsibilities, including, but not limited to:**

* Scheduling aircraft for students and renters
* Support the office staff with various administrative tasks such as answering phones, filing paperwork, office cleanliness, inventory break area and cleaning supplies weekly, etc.
* Prepare airplanes each day for flight by maintaining accurate maintenance statuses, verifying that the appropriate documentation is present in each airplane, stocking all airplanes with the appropriate operating documents, etc.
* Maintain Westfield Flight Academy’s website and social media pages (Facebook and YouTube)

**Qualifications:**

* Some knowledge of the aviation industry is encouraged, but not required
* Strong attention to detail and the ability to work in a fast paced environment
* Strong organization skills and the ability to produce high quality work
* Ability to work independently after instructions are provided
* Ability to learn new computer software and procedures quickly
* Proficient in Microsoft programs, including Word, Excel, and PowerPoint

**Please send resume and cover letter to:**

Michelle Grassi

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Westfield, Massachusetts 01085

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(413) 568 - 5800