



Chief Flight Instructor, eFIRC

Job Category: First/Mid Level Officials/Managers

Requisition Number: CFIEF001302

Job Description

Summary

The Chief Flight Instructor, eFIRC, for the AOPA Air Safety Institute leads the upkeep and enhancement of the online flight instructor renewal course (eFIRC), manages in-person safety seminars and webinars, contributes expertise to content development and reviews, and serves as a knowledgeable representative at aviation events and forums on general aviation safety.

Primary Responsibilities and Duties:

- Manages all facets of ASI's eFIRC program including content updates, processing of IACRA and paper 8710 CFI renewal applications, reviewing CFI credentials, client and issue tracking, customer service, contractor relations and costs, FAA Training Course Outline (TCO) renewals, and marketing for greater efficiency and effectiveness.
- Writes and edits engaging eFIRC content including quiz questions and answers for each eFIRC module.
- Actively monitors and identifies eFIRC revenue, forecast, and budget trends and implements innovative and cost-effective solutions as needed.
- Stays informed about external flight training initiatives, policy updates, regulatory changes and adjusts eFIRC content accordingly.
- Maintains credibility as a safety expert through active flight instruction.
- Coordinates ASI's seminar outreach to ensure engaging presentations at events.
- Represents ASI at aviation events as a credible safety authority.
- Refreshes ASI's Focused Flight Review program and promotes its adoption in the GA training community.

Experience and Education Requirements:

- Active FAA Certificated Flight Instructor (CFI) who meets the requirements of 14 CFR 141.35(d), Chief Instructor qualifications: At least 2,000 hours PIC and flight training experience consisting of at least 3 years and a total of 1,000 hours or 1,500 flight hours.
- Holds a bachelor's degree in aviation-related field.
- Demonstrated proficiency in flight instruction and content creation.
- Excels in multitasking and meeting deadlines in a fast-paced environment.
- Strong project and time management skills.
- Excellent writing, editing, and verbal communication skills.
- Experienced in public speaking and teamwork, open to constructive feedback.
- Self-motivated with a commitment to ongoing professional growth.
- Willingness to travel for ASI and AOPA representation.
- Proficient in Microsoft Office suite.

Qualifications

Education - Preferred

Bachelors or better in Aviation or related field.

Licenses & Certifications - Required

Cert. Flight Instr. (CFI)

Private Pilot Lic (PPL)