Staff Team

Administrative Staff

Jay D. | UAL1

ceo@flyuva.org

Chairman & Chief Executive Officer (CEO)

Chairman of the Board of Directors

The Chairman plays a pivotal role in steering the Board of Directors (BOD), which is democratically constituted by members of both the Administrative and Executive Staff Teams. This position holds exclusive veto power over decisions presented to the Board, ensuring a balanced and judicious oversight of the airline's strategic direction.

Chief Executive Officer (CEO)

The CEO is entrusted with the comprehensive execution of strategies and initiatives that contribute positively to United Virtual Airlines (UVA). This encompasses a wide range of responsibilities, including:

- **Leadership and Management**: Spearheading the day-to-day operations to ensure the smooth functioning of the airline.
- **Staff Coordination and Development**: Overseeing all aspects of staff management, from coordination to the recruitment of new team members.
- **Marketing and Partnerships**: Playing a key role in marketing efforts and serving as the primary liaison with partner organizations.
- **Operational Collaboration**: Working in tandem with the Administrative and Executive staff teams to facilitate daily operations and the effective implementation of new policies, programs, and initiatives.

- **Compliance and Discipline**: Maintaining the authority to suspend or remove any pilot or staff member from the roster for non-compliance with the Pilot Standard Operating Procedures (SOP) or Staff SOP.

These roles are designed to ensure that UVA operates efficiently and continues to provide a premier virtual airline experience, guided by strong leadership and a commitment to excellence in all aspects of our operations.

Cody B. | UAL2

coo@flyuva.org

Chief Operations Officer (COO)

Overview

The Chief Operating Officer (COO) at United Virtual Airlines (UVA) occupies a central role in the management and operational leadership of the airline. Working closely with both the Administrative and Executive staff teams, the COO ensures the seamless execution of day-to-day activities and upholds the highest standards of operational excellence.

Key Responsibilities

- **Operational Management**: The COO is instrumental in the coordination and oversight of daily operations, ensuring that all activities align with UVA's strategic objectives and operational guidelines.
- **Strategic Leadership**: In collaboration with the CEO, the COO contributes to the overall leadership, management, and strategic direction of UVA. This partnership is crucial for the identification and realization of opportunities beneficial to the airline's growth and success.
- **Staff Management and Development**: Directing staff management efforts at the Executive level and below, the COO plays a vital role in team coordination, the recruitment of new staff members, and fostering a productive and positive work environment.
- **Marketing and Promotions**: Assisting with the marketing strategies of UVA, the COO helps in enhancing the airline's visibility and appeal within the virtual aviation community.

- **Policy Implementation and Management**: The COO aids in the development, implementation, and management of new corporate, pilot, and staff policies and programs, ensuring they are effectively communicated and adhered to across the organization.
- **Disciplinary Authority**: Maintaining the authority to suspend or remove pilots or staff members from the UVA roster for non-compliance with the Pilot Standard Operating Procedures (SOP) or Staff SOP, reinforcing the importance of adherence to established protocols and standards.

Position in Hierarchy

As the Second-in-Command within United Virtual Airlines, the COO holds a position of significant authority and responsibility. This role is critical in maintaining the operational integrity, efficiency, and reputation of UVA, ensuring that the airline continues to offer a premier virtual aviation experience to its members.

The COO's comprehensive approach to operational leadership, combined with a deep commitment to the airline's mission and values, is essential for driving UVA forward in its pursuit of excellence in the virtual aviation sector.

Reports to: Chief Executive Officer (CEO)

Zac P. | UAL3

cto@flyuva.org

Chief Technology Officer (CTO)

Overview

The Chief Operating Officer (CTO) at United Virtual Airlines (UVA) occupies a central role in the website management and maintenance.

Key Responsibilities

- **Crewsite/Hub Ops Management**: The CTO is instrumental in overall managment and maintenance of the crew site. Making sure it remains functional and operational and updated.
- **Technology Infrastructure and Operations:** Ensure the smooth operation of all technology systems, including flight simulation platforms, customer-facing applications, and internal tools.
- **Product Development and Enhancement:** Support the VA's transition to future versions of PHPVMS, ensuring the ongoing delivery of its mission and objectives.

Impact

The CTO is vital to United Virtual (UVA)'s success by ensuring our systems remain operational and current as we manage daily operations.

Reports to: Chief Executive Officer (CEO)

Executive Staff Team

VACANT. | UAL4

hr@flyuva.org

Director of Human Resources (DHR)

Overview

The Director of Human Resources (DHR) at United Virtual Airlines (UVA) is a cornerstone role responsible for overseeing the organization's human resources policies, programs, and practices. This leadership position involves a strategic approach to managing the airline's workforce, ensuring a supportive, diverse, and dynamic work environment that aligns with UVA's mission and values.

Key Responsibilities

- **Workforce Planning and Development**: Leads the strategy for staffing and development, ensuring UVA has a skilled, motivated, and engaged workforce capable of meeting current and future organizational objectives.
- **Recruitment and Selection**: Manages the recruitment process, from the identification of staffing needs to the selection and onboarding of new team members, ensuring a fit both in terms of skills and alignment with UVA's culture.
- **Employee Relations and Engagement**: Acts as a primary point of contact for employee relations, fostering a positive work environment, addressing grievances, and implementing programs that promote staff retention and satisfaction.
- **Training and Development**: Oversees the development and delivery of training programs that equip staff with the necessary skills and knowledge to perform their roles effectively and advance in their careers.
- **Performance Management**: Implements and manages a performance review process that aligns individual objectives with organizational goals, providing regular feedback and identifying opportunities for growth.
- **Compliance and Policy Management**: Ensures all HR practices comply with relevant laws and regulations, and that HR policies are up to date, clearly communicated, and consistently applied across the organization.
- **Diversity and Inclusion**: Champions diversity and inclusion initiatives, ensuring that UVA's workplace is inclusive, respectful, and open to all individuals.

Key Attributes

The ideal candidate for the Director of Human Resources position will possess strong leadership qualities, excellent communication and interpersonal skills, and a proven track record in HR management within a dynamic and changing environment. Strategic thinking, problem-solving capabilities, and a commitment to fostering a positive organizational culture are essential. Experience in conflict resolution, negotiation, and change management is highly valued.

Impact

The DHR plays a crucial role in shaping the organizational culture and ensuring UVA remains a desirable and supportive place to work. Through effective HR management, the DHR contributes significantly to the overall productivity and success of the airline, making it a key strategic partner in achieving UVA's objectives and enhancing its reputation in the virtual aviation community.

Reports to: Chief Operations Officer (COO)

TJ W. | UAL5

dpo@flyuva.org

Director of Pilot Operations (DPO)

Overview

The Director of Pilot Operations holds a pivotal role at United Virtual Airlines (UVA), overseeing the intricacies of daily operations and ensuring the seamless functioning of the airline's pilot-related activities. This leadership position is central to maintaining operational excellence and upholding the high standards for which UVA is known.

Key Responsibilities

- **Operational Leadership**: Ensures the efficient management of the Operations Staff, overseeing their day-to-day activities and ensuring alignment with UVA's strategic goals and operational policies.
- **Compliance and Standards**: Vigilantly upholds and maintains the guidelines outlined in the Flight Crew Standard Operating Procedures (FCSOP), ensuring all operations adhere to these established protocols.
- **Pilot Recruitment**: Manages the entire lifecycle of pilot engagement, from processing new pilot applications to addressing inquiries from prospective pilots through various channels including social media and forums.
- **Staff Development**: Takes charge of interviewing, hiring, processing, and training new Operations Staff, ensuring they are fully equipped to meet the demands of their roles and contribute effectively to UVA's mission.
- **Community Engagement**: Serves as a primary point of contact for potential new pilots, providing timely and informative responses to queries, thereby fostering a welcoming and inclusive environment for newcomers.

Key Attributes

The Director of Pilot Operations is expected to exhibit a high level of leadership, organizational, and communicative skills, paired with a deep understanding of virtual aviation operations and pilot management. The ability to engage with both internal team members and the external pilot community effectively is crucial. This role demands a proactive approach to problem-solving, excellent decision-making capabilities, and a commitment to enhancing the pilot experience at

UVA.

Impact

By ensuring the smooth operation of pilot activities and the professional development of the Operations Staff, the Director of Pilot Operations plays a critical role in advancing UVA's reputation as a leading virtual airline. This position directly contributes to the overall satisfaction of UVA's pilots and staff, thereby supporting the airline's growth and success in the virtual aviation community.

Reports to: Chief Operations Officer (COO)

Russell H. | UAL1612

events@flyuva.org

Director of Marketing & Events (DME)

Overview

The Director of Marketing and Events (DME) at United Virtual Airlines (UVA) is a cornerstone role responsible for overseeing the organization's external partnerships and internal events. This leadership position is central to maintaining operational excellence and upholding the high standards to better our industry partnerships and pilot experience.

Key Responsibilities

- **Events Team Workforce Management and Development**: Leads the strategy for staffing and development of the events team, ensuring UVA has a skilled, motivated, and engaged events team capable of meeting current and future organizational objectives.
- **Event Management**: Acts as the primary overseer of all VA sponsored events and ensured proper procedural planning, preparation, and execution of event(s).

- **External Relations**: Oversees and manages VA external partnerships and relationships. Explores options for potential new partnerships as the VA continues to grow and expand.
- **Diversity and Inclusion**: Champions diversity and inclusion initiatives, ensuring that UVA's workplace is inclusive, respectful, and open to all individuals.

Key Attributes

The ideal candidate for the Director of Marketing & Events position will possess strong leadership qualities, excellent communication and interpersonal skills. And a proven track record in organizational skills, strategic thinking, problem-solving capabilities, and a commitment to fostering a positive organizational culture are essential.

Impact

The DME plays a crucial role in shaping the organizational culture and ensuring UVA remains a desirable and engaging environment for our pilots and VA partners. Through effective event and partner management, the DME contributes significantly to the overall productivity and success of the airline, making it a key strategic partner in achieving UVA's objectives and enhancing its reputation in the virtual aviation community.

Reports to: Chief Operations Officer (COO)

Chief Pilot

Justin U. | UAL6

cp@flyuva.org

Chief Pilot (CP)

Overview

The chief pilot role at United Virtual Airlines (UVA) is pivotal in overseeing and supporting daily pilot operations. This position requires coordination with all staff members, ensuring pilots operate effectively and efficiently, promoting collaboration, and maintaining adherence to established operational guidelines.

Key Responsibilities

- **Pilot Training:** Developing materials and organizing training sessions for pilots to attend, aimed at enhancing overall VA performance and skills.
- **Pilot Support:** Collaborating with the leadership team to create documentation, including checklists and procedural guides.
- **Discord Server Engagement:** Actively engaging with pilots and maintaining a prominent presence in the community Discord. The Chief Pilot will collaborate with the events team to organize challenges and activities that promote pilot participation and skill improvement.
- **Communication with Leadership:** Ensuring transparent communication with UVA leadership by providing regular updates on daily operations, pilot involvement, and addressing any emerging issues.

Key Attributes

The Chief Pilot position necessitates robust organizational and communication abilities, meticulous attention to detail, and the capacity to deliver prompt and efficient assistance to pilots. Proficiency in virtual aviation operations and procedures is crucial. Upholding a positive and collaborative environment within the VA is imperative

Impact

The Chief Pilot plays a pivotal role in the ongoing success of the VA. As our community expands and evolves, this role will be essential in expanding our pilot base and fostering continuous improvement within our community for the foreseeable future.

Reports to: Director of Pilot Operations (DPO)

Events Staff
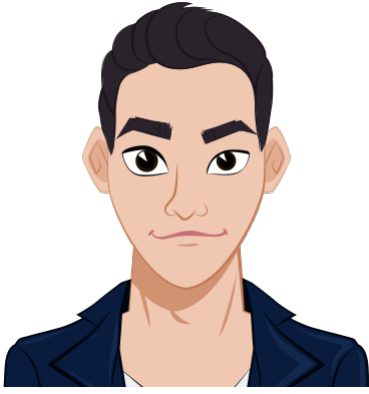
Ketan K. | UAL7

events@flyuva.org

Events Coordinator - USA (EC)

Jelle M. | UAL2822

events@flyuva.org

Events Coordinator - EUR (EC)

Overview

The Events Coordinator/s at United Virtual Airlines (UVA) holds a key role in enhancing the pilot experience by orchestrating and managing a variety of online group flights, events, and tours. This position is instrumental in maintaining a dynamic and engaging environment for UVA pilots, ensuring active participation in both internal and external virtual aviation events.

Key Responsibilities

- **Group Flights and Events**: Plans, organizes, and executes online group flights and events, fostering a sense of community among UVA pilots and providing opportunities for collaborative flying experiences.
- **United Virtual Tours**: Develops and implements new UVA tours, creating exciting and challenging routes that showcase the diversity of virtual aviation and encourage pilot participation.

- **Event Communication**: Keeps UVA pilots informed about upcoming VATSIM/VATUSA events by regularly updating information on the Discord server and the UVA website.
- **Collaboration with DPO**: Works closely with the Director of Pilot Operations (DPO) to align event planning with the overall pilot engagement strategy, ensuring a consistent and varied schedule of weekly, bi-weekly, and monthly group flights and events.
- **Partnership Engagement**: Collaborates with external organizations and networks to explore and participate in joint events, expanding UVA's presence in the virtual aviation community.

Reporting Structure

Reports directly to the Director of Pilot Operations (DPO), providing regular updates on event planning, execution, and participant engagement. Maintains open communication channels to ensure seamless coordination between Events and Pilot Operations teams.

Key Attributes

The Events Coordinator should possess strong organizational skills, creativity in event planning, and effective communication abilities. A passion for virtual aviation and a commitment to fostering a sense of community among UVA pilots are essential. Additionally, the ability to collaborate with various stakeholders, both internally and externally, is crucial for the success of this role.

Impact

The Events Coordinator contributes significantly to the vibrancy and engagement of the UVA pilot community, creating memorable experiences and reinforcing UVA's position as a dynamic virtual airline. By aligning with the broader pilot engagement strategy, this role plays a key part in enhancing the overall satisfaction and retention of UVA pilots.

Operations Staff

Hub Managers (HM)

Overview

As a Hub Manager at United Virtual Airlines (UVA), you play a crucial role in the oversight and management of daily pilot operations within your assigned base. This position involves coordinating and ensuring the efficiency of pilot activities, fostering a collaborative environment, and upholding the established operational guidelines.

Key Responsibilities

- **Daily Operations Oversight**: Manage and oversee daily pilot operations in your designated base, ensuring the productivity and adherence to established protocols by base pilots.
- **PIREP Processing**: Responsible for processing all Pilot Reports (PIREPs) and associated commentary submitted by pilots in your base, ensuring accuracy and completeness.
- **Pilot Support**: Act as a primary point of contact for pilots in your base, addressing their questions, concerns, and providing assistance as needed.
- **Discord Server Moderation**: Monitor and moderate the UVA Discord server regularly, ensuring a respectful and supportive online community for all members.
- **Guideline Adherence**: Ensure that all pilots within your base adhere to the guidelines outlined in the Flight Crew Standard Operating Procedures (FCSOP), maintaining a high standard of operational excellence.
- **Communication with Leadership**: Maintain open communication with UVA leadership, reporting on the status of daily operations, pilot engagement, and any issues that may arise within your base.

Key Attributes

The Hub Manager role requires strong organizational and communication skills, a keen attention to detail, and the ability to provide timely and effective support to pilots. An understanding of virtual aviation operations and familiarity with Discord server management is advantageous. The ability to maintain a positive and collaborative atmosphere within the base is essential.

Reporting Structure

Hub Managers report directly to the Director of Pilot Operations (DPO), ensuring that daily operations within their bases align with the broader organizational objectives and guidelines.

Impact

Hub Managers are instrumental in creating a cohesive and well-functioning environment within their respective bases. Their efforts contribute directly to the overall success of UVA by ensuring that pilot activities are conducted efficiently, in compliance with guidelines, and with a strong sense of community and support.
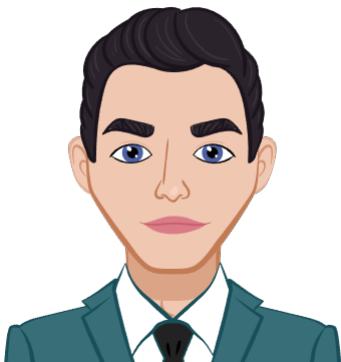
KDEN | Daniel S.

UAL1500

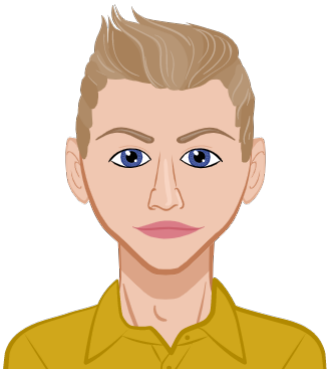daniel.sage@flyuva.org

KEWR | Corey M.

UAL2533

corey.miller@flyuva.org

PGUM/EGLL | Mark W.

UAL0011

mark.wolf@flyuva.org

KIAD | Brendan M.

UAL197

brendan.mccoy@flyuva.org

KIAH | Cameron M.

UAL1055

cameron.manning@flyuva.org
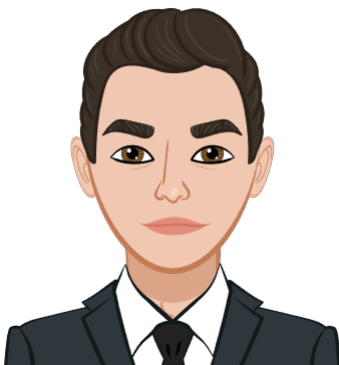
KLAX | Daniel S.

UAL1922

daniel.sjodin@flyuva.org

KORD | Ryley D.

UAL1150

ryley.dole@flyuva.org

KSFO | Noah P.

UAL1082

noah.paul@flyuva.org

Staff Position Application Process

If you are interested in applying for a staff position currently listed as VACANT, we invite you to follow the outlined steps below:

1. **Visit the Staff Application Page:** Navigate to the Staff Application page on our crew website. The application page is designed to streamline the process and ensure that your submission is received promptly.
2. **Carefully Review Position Requirements:** Before applying, carefully review the specific requirements and responsibilities associated with the vacant staff position. This will help you understand the expectations and ensure your alignment with the role.
3. **Complete the Application Form:** Fill out the application form with accurate and relevant information. Provide detailed responses that showcase your qualifications, experience, and enthusiasm for the position.
4. **Submit Required Documentation:** Ensure that any required documentation or additional materials, such as a resume or cover letter, are attached as specified in the application form.
5. **Follow Submission Instructions:** Adhere to any specific submission instructions outlined on the application page. This may include specific formats, file types, or additional details requested by the hiring team.
6. **Confirmation of Submission:** After submitting your application, you may receive a confirmation message or acknowledgment of receipt. If not, please allow some time for the processing of applications.
7. **Application Review Process:** Our staff recruitment team will carefully review all applications. Shortlisted candidates may be contacted for further assessments or interviews.
8. **Notification of Outcome:** Once the review process is complete, all applicants will be notified of the outcome. Successful candidates will be provided with additional instructions regarding the onboarding process.

Thank you for expressing your interest in contributing to our team. We appreciate the time and effort you invest in your application. Should you have any questions or require further assistance, feel free to reach out to the designated contact person listed on the Staff Application page.

We look forward to receiving your application and potentially welcoming you to our dedicated team at United Virtual Airlines.

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