



POSITION DESCRIPTION

Department	Scheduling and Analytics	Department Manager:	Scheduling and Analytics Manager
Job Title:	Project Manager	Reports To:	Scheduling and Analytics Manager
Classification:	Exempt	Effective Date:	June 2026

POSITION SUMMARY

The Project Manager supports the Scheduling and Analytics department and committee initiatives by leading the planning and execution of project timelines, managing cross-functional communications, and delegating member-support activities. This role ensures accurate information flow, timely reporting support, and effective engagement with SWAPA Scheduling Committee and internal stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, the individual must be able to execute each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note job duties, responsibilities, and activities may change at any time, with or without notice, to accommodate business needs.

- Serve as a decision maker for assigned projects, to balance stakeholder input and organizational priorities.
- Establish project governance, timelines, and documentation, reporting standards, and performance metrics to track progress and outcomes.
- Capture, organize, and review communications received from Southwest Airlines for distribution.
- Analyze operational and contractual impacts (CBA-related) to inform project decisions and exercise independent judgement to make recommendations to the SWAPA Scheduling team and committee accordingly
- Lead development of presentations, briefing materials, and meeting documentation.
- Draft and edit final copies of all communications from the SWAPA Scheduling Committee for SWAPA communications including drafting blogs, articles, and email updates to the pilot community.
- Provide pilot-member service support via phone and email.
- Represent Scheduling and Analytics in cross-functional initiatives and external coordination with Southwest Airlines where applicable.
- Prioritize internal SWAPA requests and coordinate with analysts and departments.
- Manage centralized project repositories and digital documentation using SharePoint and advanced collaboration tools.
- Use discretion and judgement to drive continuous improvement initiatives to enhance workflows, data processes, and communication effectiveness.
- Perform ad hoc administrative and coordination tasks, as needed.
- Coordinate projects across all teams by developing a comprehensive understanding of the pilot CBA around scheduling.

EDUCATION & QUALIFICATIONS

- Bachelor's degree preferred.
- Minimum of Five (5) years of experience in project management, operations, scheduling, crew support, or CBA administration preferred.
- Demonstrated experience leading cross-functional projects and influencing stakeholders.
- Airline industry experience preferred; Southwest Airlines experience a plus.
- Strong understanding of contract interpretation and administration
- Strong understanding of pilot scheduling systems and CBA interpretation preferred.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint, Teams).
- Project management experience required, proficiency with Microsoft Planner a plus.
- Strong analytical, decision-making, and problem-solving skills.
- Ability to prioritize competing initiatives and operate independently with minimal direction.
- Strong written and verbal communication skills.
- Strong organizational skills and ability to manage multiple priorities.

PHYSICAL DEMAND & WORK EFFORTS

- Keying / typing, sitting, standing, and walking.
- Ability to spend large periods of time viewing computer monitor(s).
- Ability to lift up to 20 pounds.
- Ability to travel, including but not limited to driving, to/from various locations including conferences, trainings, and/or attendance at SWAPA events.
- Potential standing for long periods of time in support of SWAPA-related activities such as picketing.
- Constant mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness in an office environment.
- Compliance with company attendance standards.

Employee Name / Signature: _____

Date: _____

Manager Name / Signature: _____

Date: _____