

## ASSISTANT TRAVEL PLANNER

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**STATUS:** PART-TIME

**BENEFITS:** NO; CONTRACT 1099 STATUS

**REPORTS TO:** PARTNER RELATIONSHIP DIRECTOR

**JOB LOCATION:** PALMER LAKE, CO

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### **JOB SUMMARY:**

The Assistant Travel Planner (ATP) will assist the Partner Travel Manager with the planning and execution of travel logistics for our US Church partners. Responsibilities will include working closely with the Partner Travel Manager, Partner Relationship Manager (PRM), Church / Community Partners, and In-Country Staff to serve the travel needs of our partners.

The ideal candidate must possess strong interpersonal skills, be highly organized, able to multi-task in a fast-paced environment, complete assignments in an efficient manner and be very partner/customer focused. The ability to articulate directions and provide details concerning itineraries and budgets in a confident and professional manner is key. The ideal candidate will thrive in a team-oriented office environment and will demonstrate a “can do” attitude. An interest in helping partners plan international trips is a plus. Must be a teachable and confident communicator via phone and e-mail.

### **DUTIES AND RESPONSIBILITIES:**

- Work with field staff and trip leaders to develop trip itinerary for partner trips
- Help create trip budget for each team based on: number of travelers / days in country
- Trip payment follow up with partners and work with Finance Dept. to process payments
- Process trip paperwork: applications, trip agreement, release and hold harmless forms
- Review all trip applications and enter traveler info into Salesforce; maintain data integrity
- Register all travelers with U.S. State Department and secure traveler Insurance
- Prepare and send trip departure packages prior to team departure

### **REQUIRED SKILLS AND EXPERIENCE:**

- Proficient in Microsoft Office suite and database management
- Ability to manage and maintain data integrity

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### **ESSENTIAL QUALIFICATIONS:**

- Must be a committed Christian with a deep commitment to the mission of Children's HopeChest
- Must have a strong sense of personal integrity and an ability to receive and process feedback
- Self-motivated with a strong work ethic, as well as demonstrate proactive problem-solving skills
- Inter-personal problem-solving skills and ability to accept and adapt to change
- Organized team player with the proven ability to manage many details at one time
- Excellent communication skills in English, both written and verbal
- Ability to build and maintain good relationships with partners and staff
- Must be detail-focused and Internet/database literate
- Minimum of an Associate's Degree or equivalent work experience

### **TRAVEL REQUIREMENTS:**

The position will not include travel as a regular part of the job expectations.