

Trip Coordinator

Reports to: Executive Director

Category: Full-time, permanent

Salary: \$40,000 - \$48,000 per year

Benefits: 50% employer paid extended health benefits

International Travel: Opportunities to visit DWC project sites on volunteer trips

Paid Time Off: 3 weeks vacation and statutory holidays

Closing Date: Open until suitable candidate is found

Location: DWC's office in Kamloops, BC. This is not a remote position

Hours: 40 hours per week, Monday - Friday, 8:30am - 4:30pm

We are looking for a highly organized, professional and energetic individual to join our team. The **Trip Coordinator** will oversee all logistics required to send volunteer teams to the developing world.

Developing World Connections is an international development charity located in Kamloops, British Columbia. Its mandate is to address issues of poverty and social justice and to create greater global engagement.

Reporting to DWC's Executive Director, the **Trip Coordinator** will:

- Act as the face of the organization to all volunteers and prospective volunteers,
- Process volunteer applications, booking forms and payments,
- Track and notify volunteers of payments received and balances due,
- Select travel itineraries, book hotels, airline tickets and make other travel arrangements,
- Update and maintain donor management system,
- Work closely with the finance department to manage donation collection, records and receipting,
- Develop and maintain scheduling and budgeting of all volunteer trips,
- Answer questions and actively recruit new volunteers,
- Coordinate activities with international host partners and travel providers,
- Participate in fundraising activities such as our annual charity golf tournament,
- Other duties as required.

Requirements:

- Bachelor's Degree in relevant field with two to three years' experience in customer service and/or event planning.
- Highly organized, strong multi-tasking abilities and an acute eye for detail,
- Experience with budgeting and Microsoft Excel,
- Strong leadership skills and ability to provide high standards of customer service,

- Skilled in verbal and written communication, Microsoft Office Suite.
- In-depth understanding for the culture of developing world countries.

Preference given to those who have international travel experience and/or experience of the developing world.

Qualified applicants please send a cover letter and resume to info@developingworldconnections.org, referencing **Trip Coordinator** in the subject line.

Only shortlisted candidates will be contacted. Successful candidate must provide proof of full vaccination status.