



Travel Coordinator

Position Description

Organization Summary

Edify's mission is to improve and expand sustainable Christ-centered education globally. Edify is a non-profit organization registered in the U.S. since 2009 and now has operations in Burkina Faso, Dominican Republic, El Salvador, Ethiopia, Ghana, Guatemala, Liberia, Panama, Peru, Rwanda, Sierra Leone, and Uganda.

Learn more at www.edify.org

Location: Remote (US)

Salary Range: Commensurate with experience

Benefits: Medical and dental benefits, PTO, and 403 (b) retirement plan with up to 6% employer contribution.

Position Summary:

We are looking for a top performing, high functioning Travel Coordinator who thrives in a fast-paced, innovative workplace. This position will work with domestic and international staff to arrange their international and domestic travel as well as to perform diverse administrative duties, including excellent written and verbal correspondence, timely meeting and calendar management, and other related duties as required. The ideal candidate is a person who finds great joy and personal satisfaction in taking complex international travel booking requests and turning them into well-coordinated seamless travel itineraries that would allow for program activities to be performed efficiently. This person must be an outstanding organizer, with excellent analytical skills to optimize program activity movements in challenging environments.

Specific Responsibilities:

- Oversee travel arrangements for staff with activities ranging from scheduling, transportation, and hotel reservations, international venue bookings, preparing detailed program agendas, and working with in-country staff.
- Develop travel guides by assembling literature including personal experiences of team members, commenting on local customs, points of interest, and special events, answering inquiries, offering suggestions, providing guidelines on pre-trip checklists and health and security advisories.
- Providing other international travel related services including visa application



assistance, creating business purpose support documentation and obtaining letters of invitation from schools, individuals and organizations in the countries where Edify operates

- Providing immediate response solutions to travel related problems clients may be experiencing with their arrangements.
- Assist in the preparation and organization of team meeting events and other company meetings. This may require you to be available during non-routine hours during the Global Conference and other company meetings.
- Develop and plan event budgets and overall stewardship.
- Increase efficiency in the travel process by analyzing current travel policies and procedures and making recommendations for process improvement and cost savings.
- Create and maintain a comprehensive resource guide for travel options specifically for each country where Edify operates, organized by gathering destination information, assembling, filing, and updating contact information, brochures, pamphlets, guides, timetables, pricing, etc.
- Create and maintain travel profiles and preferences for staff and key stakeholders.
- Collaborate with the team to solve problems, improve, and innovate.

Education Required:

- High School Diploma or equivalent. Bachelor's degree is highly preferred.

Minimum Requirements:

- Personal confession of faith in Jesus Christ and commitment to Edify's mission.
- Living example of servant leadership, humble and willing to learn.
- Five or more years of international corporate travel planning and booking experience with an international organization or travel agency is required.
- Experience with online booking tools is preferred.
- Experience in providing administrative support to executive level management.
- Corporate event planning and coordinating experience required
- Efficient and persistent, with extensive experience managing and juggling diverse tasks and projects with minimal supervision.
- Excellent written, verbal and technology-based communication skills and telephone etiquette.
- Tremendous ability to be flexible and take an optimistic approach to new challenges.
- Creative and aggressive problem-solver with experience in organizing others to accomplish projects.
- Ability to take direction and work independently on assigned tasks.
- Ability to interact with management, employees and outside vendors in a professional manner.
- Strong organizational skills, including effective time management and prioritization of competing demands and multiple deadlines.
- Utmost professionalism when dealing with confidential matters and with people inside and outside the organization.



- Strong MS Office skill set (Outlook, Excel, PowerPoint, Word) and experience with Google Workspace is desirable.

Highly Desirable

- Experience traveling to developing world countries in Africa and Latin America is highly desirable.
- Fluency in Spanish and/or French is highly desirable.
- International event coordination is highly desirable.
- Available to travel overseas to observe and experience field program operations first-hand.

Travel

The position includes travel throughout Edify's operational countries. Edify holds an annual all-staff meeting, alternating in a US-based or international location each year. Travel would be required to attend this meeting.

Additional Details:

Background check: Successful completion of a pre-employment background check.

Degree Verification: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.

How to Apply: Please send a cover letter and resume to jobs@edify.org.