



## Job Description

### Position: Team Travel Coordinator

#### Scope

The Team Travel Coordinator provides support services that help fulfill the purposes of the Eyewitness and multiple Ministry Team Travel experiences established by India Gospel League, India. This employee is accountable for trip management, communications with prospective travelers and the IGL, India offices, as well as a variety of reporting and project management activities within the office. This position reports to the Office Manager (OM).

#### Key Responsibilities

- Coordination of team travel
  - Serves as point person for teams traveling to IGL, India
  - Engages in ongoing communications with team leaders, IGL NA staff, and IGL India staff
  - Disseminates travel documents (manual, applications and debriefing forms), insures proper return and distribution as necessary
  - Works closely with IGL India in identification of team purposes, itineraries and costs
  - Prepares internal financial summaries for each trip, invoices for team leaders, and works closely with OM to determine financial status of each trip
  - Reviews, develops, produces and modifies materials related to travel assistance including team manuals, procedures, forms and other documentation
- Other duties as assigned by the OM

#### Qualifications

- Professing believer in Jesus Christ as Lord and Savior
- Excellent written and verbal communications skills
- Must be detail-oriented, accurate and equipped with strong analytical skills
- Must have a servants' heart, exhibit patience, enjoy working with a diverse group of people, and feel comfortable developing relationships by e-mail and phone
- Experience of 1-5 years in a small multi-tasking office environment
- Experience with Microsoft office applications