



Job Description

Position: Travel Coordinator

Scope

The Travel Coordinator provides support services for both India Gospel League India staff travel to the US and teams from the US traveling to India. This employee will work closely with the IGL India staff to establish an itinerary that best supports the ministry needs. He or she is also accountable for overall 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
- Coordination of IGL India and IGL NA staff itineraries and travel
 - Works closely with IGL India staff in establishing a logical, progressive itinerary for travel during visits to the US
 - Coordinates lodging, transportation, meals, and other travel needs
 - Works closely with IGL NA staff, mainly Regional Field Directors, to secure flights, lodging and transportation for US based travel.
- 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