**Job Description**

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| **Job Title:** | **Travel Coordinator** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
|  |
| **Background:** |
| Insert two to three sentences about what we are doing in the emergency. |
| **Primary Function:** |
| Arrange travel to, from, and around the country. Keep the office up to date on all possible routes, means of transportation, and schedules for possible travel. Keep up to date information on location and itineraries of all travelers and make that available in real time to all staff. |
| **Job Responsibilities:** |
| 1. Organize travel to and from the emergency location, in coordination with travel coordinators in other offices.
2. Gather, maintain and display in the office up to date information on all routes to and from the emergency area: means of transport, cost of each type of transport, schedules, special requirements and other details.
3. Gather, maintain, and circulate information on places to stay in key locations and on key travel routes.
4. Maintain up-to-date information on the current location of all staff.
5. Maintain up-to-date information on the documentation status of all staff - passports, visas, any local access permissions and their expiry dates.
6. Maintain and circulate up-to-date information on itineraries of all staff who are travelling.
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| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| 1. Team Leader and other managers who need to know where everyone is.
2. Travel coordinators in other CP offices, the region, and HQ
3. All staff who are travelling
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| **External:** |
| 1. Transportation service providers (e.g. UNHAS, Pactec, Mission Aviation Fellowship, commercial airlines, train service, rental vehicles).
2. Hotel and guest house managers
3. Government officials overseeing documentation procedures (visas, local travel permits)
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| **Competencies:** |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless.
2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals.
3. Builds and maintains mutually beneficial relationships through solidarity.
4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.
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| **Qualifications:** |
| **Required:** |
| 1. At least high school education
2. Excellent spoken and written English
3. Highly organized and detail oriented
4. Good communication skills
5. Customer service orientation
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| **Preferred:** |
| 1. List qualifications that are not required, but that we would like to have in this person.
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |