

Program Designer

The Programs Team is the workforce behind all of our logistics on a trip. They plan everything from the moment you arrive in the country, to the moment you step back on the plane. They love working with our vendors to create an experience that is both safe and logistically easy for our Trip Leaders. Program Designers negotiate effectively with people, communicate expectations with our in-country contacts, and follow through during the summer time on every detail of every moment on the trip. They are planners, and find excitement in solving complex problems with different cultures, languages and people around the world. They know to go beyond the normal and get creative in finding the extraordinary while also maintaining a highly competitive budget and keeping trips affordable. Their main job is to create a trip so seamless and magical, that the Trip Leaders and Builder's main focus can be on building positive peer groups and changing the lives of those they meet. Ultimately, this person finds deep meaning and purpose in loving God and loving people.

Responsibilities Include, But Are Not Limited To

- Negotiate effectively with vendors across the United States and world
- Set and maintain a competitive budget under a strict deadline
- Write contracts in extreme detail in english, spanish, portuguese, french or possible other languages
- Use our CRM system to create detailed itineraries that are easily accessible for Trip Leaders
- Create trainings for Trip Leaders, Local Coordinators and other stakeholders
- Communicate closely with locals and vendors in country to set expectations, organize activities and create magical moments for Trip Leaders
- Responsible for helping resolve any logistical problems that occur in the summer

Who you are

- Experience sticking to tasks; a self-starter
- Attentive to details
- Works well under pressure but also can hold to own timeline
- Loves to negotiate and isn't afraid to ask for the best prices
- Communicates well with anyone and can have difficult conversations
- Extremely organized
- Loves to learn about different cultures, people, and countries