

EXPEDITIONS INTERN



CHOICEHUMANITARIAN

- ♥+ Non-paid
- 🏢 Hybrid Remote/Office
- 🕒 20+ hours/week
- 📅 Length: 3-4 months (standard semester length)
- ✅ Please send Resume, Cover Letter, 3 References to volunteer@choicehumanitarian.org

CHOICE's Expedition Program is a social enterprise that facilitates volunteer humanitarian expeditions with dozens of community-managed projects in 8 countries each year. Since our inception nearly 40 years ago, nearly 5,000 participants, including families, friends, adventure travelers, donors, and corporate partners have joined us to have a transparent exposure to the work we do, to learn from community leaders, to support a phase of a project communities are managing, and to better understand, together with community members, what it means to be equal global citizens. This position will provide direct support to the day-to-day program implementation and facilitation of an industry-leading experience.

Desired Skills

- Ideal candidate would be an upper division university/college student with a strong interest in International Development
- Must be organized and work well under pressure
- Strong verbal and written communications
- Acute attention to detail, particularly with the entry and management of participant data, website information, and payments
- Knowledge of foreign cultures, travel requirements, destinations, and procedures
- Must be computer literate in MS Office and the Google Suite
- Should have the ability to work well in a busy, flexible team environment and demonstrate a willingness to follow through with assigned tasks
- Fluency in both English and Spanish strongly desired, but not required
- Experience with data entry/management is desired, though not required

Responsibilities

- The consistent and up-to-date management of all participant data and payments, including the collection, entry, and organization of all required travel documents, applications, medical info and fee payments.
- Auditing expedition documentation for accuracy and completeness
- Updating trip-specific expedition websites
- Preparing participant travel resources, including the design of country itineraries, fact sheets, project information sheets, orientation materials, post-expedition surveys, and pre-departure resources
- Helping to plan and carry out Expedition Orientation and other meetings
- Other assignments as needed

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