

NOW HIRING

EXPEDITIONS PROGRAM ASSISTANT



CHOICEHUMANITARIAN

ABOUT CHOICE HUMANITARIAN

CHOICE Humanitarian, an international development nonprofit organization based in Draper, UT, is seeking a proactive Expeditions Program Assistant to assist in CHOICE's efforts in Intercultural Exchange. Our sustainable approach, spanning seven countries and over 40 years, focuses on community empowerment, resilience, and intercultural exchange, impacting over two million lives.

Anchored on seven key values, CHOICE prioritizes collaboration, problem solving, innovation, transparency, and impact. With a dedicated global staff of 80 development professionals, our Expeditions Program helps connect our fervent supporter base with the work being done around the world.

ROLE OVERVIEW

CHOICE Humanitarian's Expeditions Program serves primarily as a vehicle for Intercultural Exchange, while also serving as a vital fundraising tool. CHOICE Expeditions are 8-10 day experiences in one of our 7 program countries (Bolivia, Ecuador, Guatemala, Kenya, Mexico, Peru, and Nepal). Guided by a Certified Expedition Leader and local CHOICE Team Members, participants experience local culture by staying in a rural community and working alongside community members on a CHOICE-supported project.

Reporting to the Expeditions Program Coordinator, the Expeditions Program Assistant will focus their effort on efficient participant registration and programmatic data management. Vital program data includes financial transactions, travel documents and related data. The ideal candidate is organized, innovative, and willing to learn. The position is part-time, targeting 20 hours/week with flexible/customizable working hours.

Responsibilities include:

- *Data Management & Organization*
 - » Use and improve current Data Management systems, including: Google Suite, Microsoft Suite, WeTravel, and HubSpot.
 - » Collect and organize all necessary participant information, ensuring a positive customer service experience.
- *Financial Tracking & Reporting*
 - » Maintain organized and clear records of any Expedition-related transactions (donations and payments), including those made with individuals, families, foundations, and corporate partners.
 - » Ensure professional interactions with participants and partners as it relates to financial transactions.
- *Participant Travel Preparation & Customer Service Experience*
 - » Assist in the design of Expedition itineraries, country fact sheets, and orientation materials.
 - » Deliver a first-class customer service experience, including direct and timely participant interaction via email, direct message, and phone call.

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801.474.1937

QUALIFICATIONS

Required

- Desire to have a positive social impact in a global setting.
- Demonstrated experience in delivering top-notch customer care.
- Ability to wear multiple hats, stay organized, and thrive under pressure.
- Acute attention to detail, particularly with the entry and management of data, budgets, and payments.
- Proactive, resourceful, and able to advance initiatives with limited input or oversight.
- Strong verbal and written communication skills.
- Computer proficient in Microsoft Office/Google Suite.
- Passion for making the world a better place and belief that a solution to poverty is possible.

Preferred

- Experience in travel planning or event coordination.
- Knowledge of foreign cultures, travel requirements, destinations, and procedures.
- Foreign language ability (especially Spanish, Nepali, or Swahili).
- Experience working with booking & payment and customer relationship management systems (like WeTravel and HubSpot).
- Experience managing finances, working in spreadsheets, and collecting payments.

BENEFITS

- Working with a talented and passionate global team to accomplish meaningful impact
- Global travel – Opportunity to attend one expedition per year
- Competitive hourly wage (\$15-\$18/hour)
- Flexible, hybrid work environment
- Eligible to contribute to Simple IRA with a 3% company match
- 100% covered telemedicine benefit

APPLY

To apply, please submit your resume and personal statement via our Application Form: forms.gle/PZWYAz6E9cijB4po6

Visit choicehumanitarian.org/join-our-team for further information.