



Trek Travel Trip Design Coordinator Position Description

Summary Description:

Trek Travel's mission is to serve the people who passionately believe the world is best seen from the seat of a bicycle. We are looking for a Trip Design Coordinator to develop Trek Travel cycling vacations of a lifetime. The ideal candidate should be both a high-level thinker, and a detail-oriented person who can analyze the business and make strategic decisions efficiently and effectively.

Primary Objectives of this position

The Trip Design Coordinator is responsible for the complete management of the Trek Travel trips in their regions. This is a part-time, hourly position, hours to be determined based on the assigned regions and responsibilities and could be scaled up to full-time.

Specific Job Duties

- Coordinate the preparation of all sales and guest information
- Negotiate and contract all hotels and subcontractors for the trips
- Create budgets for all trips and work with the Accounting department to manage costs, projections and profit margins
- Maintain all rooming lists for our hotels, including regular updates to hotels and sales staff
- Closely monitor all cancellation policies with all hotels with the goal of avoiding or reducing cancellation fees
- Prepare all documents for Trek Travel Guides to take place prior to the trips and be prepared to answer questions / get information to guides.
- Work closely with Trek Travel marketing team to generate content
- Receive and review post trip documents and Guest Evaluations and implement changes for future trips
- Work with the Guide Services Manager to properly schedule adequate trip preparation time for guides working in the area for the upcoming season

Where will the job be based?

This position is based in Madison, Wisconsin.

What qualifications do I need to be considered?

More than anything, a desire to design trips of a lifetime for our guests!

- Strong negotiation skills and attention to detail
- Deadline-oriented
- Solution-oriented. Able to work independently with minimal supervision.
- Preferably has at least 3 years of guiding experience
- Familiar with MS Word, Email, Excel and comfortable working with Trip Budgets.
- Deadline-oriented; the successful applicant will have demonstrated the highest level of accountability in their previous trip-guiding paperwork and end of trip reports.
- Preferably Research, or other Trip Design experience with Trek Travel or another tour operator

- Excellent communication skills, both written and oral
- Strong organization skills and computer skills

If you have what it takes to join our team and the desire to help shape Trek Travel's future, we wish you the best of luck and look forward to your application! This position is based in Madison, WI and reports to the Trip Design Manager. To apply, click [here](#).