

Unitarian Universalist Partner Church Council



TRAVEL PROGRAM DIRECTOR JOB DESCRIPTION SPRING 2019

Vision for Unitarian Universalist Partner Church Council Travel Program

To foster face-to-face experiences between North American and overseas Unitarian/Universalist (U/U) congregational partners, as a way of creating mutual connections and friendships.

Staffing Design of Travel Program

Our Travel Program staffing has a Hub and Spoke design: the hub is a North American-based Travel Program Director; the spokes are in-country trip leaders. The Travel Program Director hires, trains, supervises and works with in-country trip leaders in all geographic destinations. It is possible that the “hub” job could take on “spoke” responsibilities for certain trips, or perhaps on the front end of the job tenure.

Compensation

This job is a quarter-time salaried position with a per traveler commission of \$35 for every traveler over 75/year. The salary is \$12,000. Comparable commission from 2017 (a light travel year) would have been for 37 additional travelers, for 2018, 104 additional travelers. This model recognizes and compensates for more work that additional travelers require, without changing the salary. We expect the workflow to vary week to week, leading up to a high season of travel in the summer. Travel costs associated with the job will be reviewed and approved by the Executive Director in advance. The UUPCC will cover them. We expect that travel might involve 1-3 weekends in North America, possibly including an invitation to the annual board retreat and the Unitarian Universalist General Assembly, and one week-long trip overseas.

“Hub” Job Responsibilities of Travel Program Director:

Responsibility #1 – Serve as the go-to contact person for North American UU congregations interested in organizing group trips. Currently, 90% of our trips go to Transylvania (in Romania) and Hungary, but the UUPCC also organizes trips to Northeast India, the Philippines, and the Czech Republic. A trip to Wales is planned for next year. Trips to other geographies with U/U partner congregations might take place in the future. Responsibility #1 includes:

- Serving as the primary point of contact for congregations interested in travel from the beginning of planning to the post-trip survey
- Counseling congregations and their members regarding trip organization and preparations and setting up and pricing costs for customized itineraries. Trip preparation includes working with travelers to enhance their intercultural skills and reflect spiritually on the upcoming trip
- Arranging for transportation, accommodations, places to visit, and food, as well as negotiating costs.

Responsibility #2 – Be the main conduit and supervise local trip leaders, who will run the trips. Responsibility #2 includes:

- Hiring, training, and managing in-country trip leaders
- This will include working with trip leaders to imbue the spiritual/personal connections that are the reasons for the program into all aspects of the travel experience
- Ensuring that trip leaders communicate and uphold UUPCC policies and philosophy with all people contracted to work with trips (e.g., translators, guides)
- Knowing who is doing what. Running interference or problem solving if issues arise
- Making sure that payments are managed and made appropriately, according to negotiation or agreed-upon rate sheets, and receipts are collected.

Responsibility #3 – Manage the budget building for the trips, including the calendar, the number of travelers and all necessary centralized information. This includes regular sharing and accessibility of the documents required.

Responsibility #4 – Be an essential direct link with clear and regular communication to the UUPCC Office Manager, providing all necessary input. The Office Manager oversees the online registration, database entries, and Constant Contact marketing; answering questions, reaching out to travelers, mailing of pre-trip packets, and billing. The office also helps update the travel guides and sends these out with luggage tags. The after-trip surveys managed through the office.

Responsibility #5 – Be a direct link, along with the Executive Director, with the Hungarian Unitarian Church (HUC). This includes coordinating Kolozsvár visits, accommodations at HUC sites, use of the HUC van or other vehicles, and HUC-associated tours.

Responsibility # 6 – Manage and negotiate with in-country travel vendors and resources. This includes transportation, accommodations, meals, site tours and more. This may involve working with centralized travel planners.

Responsibility #7 – Create and promote new and attractive travel options that will widen the appeal of our travel program for North American U/U's.

Reporting: This person reports directly to the UUPCC Executive Director, Rev. Roger Bertschhausen. The UUPCC Executive Director manages the budget and the transfer of funds for the Travel Program.

Qualifications:

- Unitarian/Universalist affiliation
- Extensive understanding of and experience in cross-cultural communication
- Active and extensive travel experience
- Experience leading trips
- Leadership and supervisory experience
- Ability to work flexible work hours, based on the flow of the trips through the year
- Resourcefulness and problem-solving acumen
- Ability to comfortably incorporate spirituality and U/U identity into our travel experiences
- Ability to create and transparently track budgets and expenses, including spreadsheet use
- Excellent and proven organizational skills
- Excellent communications skills--both written and spoken
- Experience with social media and managing cloud-based documents
- Networking successes
- Ready availability and expertise in using transcontinental email, social media, app-based, and phone communication
- Flexibility to travel to North American congregations, to Transylvania and other U/U geographies occasionally.

Also Desired:

- It is highly preferable that this person already is involved in the UU Partner Church movement. If they are not, they must describe how their life experience prepares them for this job
- Hungarian language proficiency is highly preferred
- Familiarity with Romania and Transylvania specifically is highly desired
- Familiarity with Hungary and Budapest specifically is highly desired
- An existing network of contacts in Transylvania and Hungary is desired.

How to Apply

Applicants are asked to submit a cover letter and resume to Rev. Roger Bertschausen via email at roger@uupcc.org or snail mail at the UUPCC, 483 E. Lockwood Ave., Suite 109, St. Louis, MO 63119. Applications are due by May 1, 2019. References and a background check will be required of finalist(s). Please contact Rev. Bertschausen at roger@uupcc.org or (920) 540-8160 (mobile).

The UUPCC is an Equal Opportunity Employer and is committed to the full inclusion of all. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply.