Position: Veteran Family Logistics and Program Support Coordinator

Location: Travis Mills Foundation Veterans Retreat

Pay Rate: $17.00/hr

Job Type: Part-time, hourly

Hours:
- Hours will vary based on travel needs and program schedule.

Summary:
- Veteran Family Logistics Program Coordinator is responsible to the Program Director, Kelly Roseberry, for all travel logistics and coordination of retreat participants, PATHH participants, Ambassadors, and staff as needed.

Responsibilities:
- Veteran Family Logistics Program Coordinator performs a wide range of duties including but not limited to the following:
  - Alongside the Program Director, organize, confirm, and coordinate all travel associated with Veteran families, ambassadors, PATHH participants, and the likes that attend the Travis Mills Foundation
  - Identify the standardization of processes, procedures, and relationships with transportation providers
  - Lead communications on behalf of guests to the partner organizations who provide transportation services to the organization (ex: Luke’s Wings, PALS, Veterans Airlift Command, Mercy Medical, etc)
  - Communicate inbound flight information across relevant departments (programs, volunteers, facilities)
  - As needed, book travel for Development, Program, or TMF board
  - Maintain logs for in-kind gifts of any travel/transportation related services to the organization
  - Provide on-call travel/logistics coordination in the event of a travel emergency or travel cancellation (evenings, weekends, holidays)
  - Assist program department with inquiry emails and resources
  - Additional special projects as needed
Qualifications:

- College degree (or equivalent military experience) helpful but not required.
- Non-profit experience in program support, administrative, or organization management role is helpful.
- Excellent organization and communication skills
- Professional, polite, and articulate written and verbal skills
- Ability to think and work strategically- while also being efficient and juggling many things at once
- Appreciation of the Travis Mills Foundation Mission
- Excellent interpersonal skills, including the ability to work collaboratively and successfully with a diverse community of colleagues, prospects/donors, board of directors, administrators, and volunteers to achieve common goals
- Willingness and ability to work outside normal working hours

Mission and Core Values

At the Travis Mills Foundation our Mission and Core Values are of the utmost importance.

- **Family-Focused** – everyone from our staff, donors, volunteers, constituents, and the community at large are treated like family.
- **Honest and Inclusive** – we are honest with one another and respect one another’s opinions. Team members and guests feel important, valued, and empowered to be themselves.
- **Growth and Development** - Staff are encouraged to grow personally and professionally.
- **Pristine Reputation** – We pride ourselves on providing families with an experience “better than Disney World”. We act with a mission-first mindset and focus on providing the highest quality of customer service.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change. The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.

______________________________  __________________________
Employee Signature                                      Date

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