



# Example of Travel Associate Job Description

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Our innovative and growing company is looking for a travel associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for travel associate

- Assists senior staff in developing and managing event budgets, including tracking costs and processing invoices
- As appropriate, tracks event RSVPs and/or ticket/sponsorship sales
- Coordinates with the Development Department to enter guest registrations for all fundraising events into Salesforce database
- Coordinates with the Finance Department to prepare event-related invoices, process reimbursements and reconcile billing
- Assists staff with the preparation of collateral materials and mass mailings, including fundraising invitations, meeting packets and signage
- Identifies potential conflicts in the planning of meetings and events and works with staff to resolve conflicts
- Schedules hotel and flight accommodations, specifying times, dates, best connections, meals, seat locations, car rental, and procures necessary documentation such as passports, visas, or other clearances
- Serves as a general resource and point of contact for travel-related issues
- Receives and responds to incoming travel requests on behalf of the organization
- Coordinates with the Finance Department to prepare travel-related internal expense reports, process reimbursements and reconcile billing

## Qualifications for travel associate

- As appropriate, assists other departments and works as a member of the Administration Team by demonstrating professional and cooperative demeanor with supervisors and co-workers
- Provides administrative coverage for members of the Administration Department who are on leave
- Other duties as assigned, dependent on organizational needs and employee skills. To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily
- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities
- Must be able to travel within state