

Job Description: Trips Manager

The 410 Bridge serves the people of Kenya, Uganda, Haiti, and Guatemala through partnership with North American churches and organizations. Our model of Christ-centered, community-led development is to walk alongside local indigenous leaders in rural communities to help them implement sustainable solutions to meet their physical and spiritual needs. The 410 Bridge is a nonprofit Christian organization located in Alpharetta, Georgia.

Position Purpose

Our Trips Manager position is responsible for executing 410 Bridge's short-term trips to the countries where we work, a key part of overall mission. Its purpose is to 1) contribute to the overall trip experience through effective management and communication of all logistics involving our teams, 2) provide financial management for each trip, and 3) ensure an ongoing culture of safety & security for our teams.

This position works with our international staff who execute these trips to standards and in accordance with The 410 Bridge's model of Christ-centered, community-led development. The ideal individual will have strong administrative, financial and communication skills, and the attention to detail needed to successfully "project manage" each trip.

Roles and Responsibilities:

- Reporting to the Chief Operating Officer, contribute to the overall experience of each trip participant through detailed and timely logistics management for each team.
- In coordination with our in-country staff, execute the process of pre-trip planning including air travel, on-the-ground activities & logistics, cost management, and effective communication.
- Handle budgeting and invoicing for each trip.
- Project manage each trip across multiple departments using TaskRay, a project management system within Salesforce. Serve as the primary administrator for all trip related systems.
- Continuously refine the trips process with an eye toward efficiency.
- Manage our Trips App and determine future enhancements that improve the user experience.
- Manage and maintain our trip safety & security protocols, and lead/coordinate annual trainings.
- Lead short-term mission teams to countries where we work.

Job Competencies:

- Strong organization skills with demonstrated ability to perform multiple tasks with a high attention to detail.
- Experience in creating and managing efficient and effective processes.
- Embraces technology platforms with experience with various types.
- Financial skills commensurate with the management of detailed budgets and reconciliations.
- Commitment to understanding the 410 Bridge model, ministry programs and strategic objectives.
- Able to travel internationally to the countries where we work.
- International mission trip experience preferred.
- Technical Skills: MS Office/Microsoft Excel proficiency. Salesforce experience a plus.

Personal Qualities:

- Growing personal relationship with Jesus Christ and a desire to see others grow in their relationship.
- Critical thinker who actively seeks improvements and proposes solutions.





3955 Marconi Dr, Suite 205
Alpharetta, GA 30005
Ph: 770-664-4949 • Fax 770 664 4924

- Results-oriented who takes personal responsibility for outcomes.
- Love of learning and desire for continuous improvement.
- Ability to work well with others, collaborate and give and receive feedback with an open mind.
- Adapability and flexibility.

Interested candidates should send their resume to HR@410bridge.org

