



MODERN ADVENTURE

Trip Development & Operations Coordinator Portland, Oregon

Who We Are

Modern Adventure handcrafts extraordinary journeys with extraordinary people, to produce magical moments and lasting bonds. We partner with tastemakers across many disciplines and with mission-driven companies who are doing remarkable things. It's our job to create extraordinary travel experiences that bring our partners' points of view, and why they exist, to life.

As a certified B-Corp, we believe in making a difference in people's lives. We have the privilege of working with some of the world's most inspired and inspiring brands and we are fiercely committed to delivering exceptional experiences on all seven continents.

We're also a start-up. That means we're small, nimble, and about finding the right fit for our team. We want to build a company that dares to do big things and dreams of making a difference in the world. So do you.

Who You Are

You are process-driven and organized, ensuring that our travel experiences have the operational support to succeed. You are systems oriented with a strong background in operations and or customer support roles. You understand the importance of accurate data and information with an unparalleled attention to detail. Travel/ hotel / hospitality background a huge plus. You're ready to join the growing team of a travel startup and be part of our Experience team.

What You'll Do

- Be part of the Experience Team, reporting to a Trip Development or Trip Operations Manager, supporting them in the development and operations of our trips
- Responsible for building and maintaining trip and guest records
- Responsible for the accuracy of guest data and information
- In partnership with your manager, maintain internal systems for trip contracts, inventory, and operational detail
- Ensure the integrity of trip specific guest information and reporting

- Maintain trip-level Knowledgebase and operational source documents
- Coordinate information between the Experience, Marketing and Production teams for trip related documents as required

What You'll Bring

- 2+ years experience in an operations, production or customer support role
- A proven track record of systems and data coordination
- Salesforce experience a huge plus
- Data and reporting experience required
- Knowledge and experience working with contracts, pricing, inventory and data management
- Ability to work in a fluid, collaborative environment and manage multiple projects
- Hustle, courage, humility
- Travel, hospitality industry experience preferred

What We'll Give You

- An opportunity to work with travel-industry veterans to build something beautiful, and make a difference
- Guidance, support, and inspiration to challenge yourself and take your career to the next level
- Money
- A competitive compensation package that includes awesome health benefits, paid holidays and vacation, exceptional travel opportunities
- A great place to work

To apply: Upload your resume and a brief cover letter here: [Trip Development & Operations Coordinator](#)