

Travel Coordinator – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

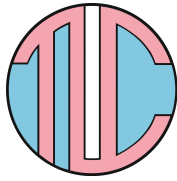
Role title: Travel Coordinator. May be referred to as TC.

Primary Division: Let Live Live (LLL)

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Program coordinator, relocation specialist, travel & logistics manager, or community services planner



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the TC role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the Let Live Life team and its resources.

Resource Collection: Identify available resources that can be used to help those applying for the LLL relocation assistance program. These may be both third-party and in-house.

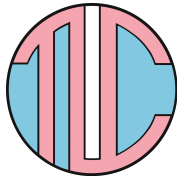
Travel Coordination: For live cases, identify the best relocation strategy on a per-application basis to recommend for LLL applicants. Along with backup/alternative strategies, generate the step-by-step plan(s) for applicants to review and consider.

Liaison Updates: Provide updates regarding application status to the applicant liaison (AL) and receive updates about the applicant from the AL for live cases.

Networking: To add additional resources and expand this program, the TC will also occasionally hold meetings with potential third-party collaborators and partners to explore future opportunities, vet other teams, and promote our program.

Program Improvement: Provide suggestions on how to improve LLL based on the logistical, legal, and financial needs of the program.

Time Expectation: TC should expect up to approximately 2-5 volunteer hours per week.



Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the Let Live Life team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.