

# ADVENTURES

*in good company*

## Program Operations Coordinator

**Job Site:** Remote in Colorado (Fort Collins area; within ~1.5 hour commuting distance)

**Reports to:** Program Director

**Schedule:** Part-time (approximately 20 hours/week, with flexibility between 15–25 hours depending on seasonal needs)

**Compensation:** \$20–24/hour (office work); daily rate when in the field

For over 25 years, Adventures in Good Company (AGC) has created small-group, active travel experiences designed exclusively for women. Our trips blend connection, challenge, and care—bringing women together to explore the world and themselves in meaningful ways. As a remote team, we value collaboration, ownership, and a shared commitment to delivering exceptional experiences from first inquiry through trip completion.

### Position Overview:

The Program Operations Coordinator plays a key role in ensuring trips run smoothly behind the scenes. This position supports the Program team by managing critical logistical details, maintaining accurate systems, and helping ensure travelers and guides are set up for success. This is a highly detail-oriented, execution-focused role—ideal for someone who enjoys bringing structure to complexity and takes pride in getting the details right.

- Support the program team across multiple itineraries, destinations, and program types
- Coordinate and confirm reservations for lodging, activities, meals, transportation, and permits across trips
- Maintain accurate and up-to-date trip details in CRM systems and on the website, including dates, pricing, accommodations, and itineraries
- Support the creation and review of pre-trip materials, including rosters and rooming lists
- Partner with Program Managers to execute trip logistics and respond to updates or changes
- Collaborate with Sales & Customer Service to support traveler needs
- Respond to traveler inquiries related to trip logistics with clarity and professionalism
- Monitor trip enrollment, capacity, and space allocation to support optimal program performance
- Review, triage, and help implement program changes or adjustments prior to and during trips
- Support post-trip processes, including documentation, reporting, and reconciliation tasks
- Take ownership of assigned tasks and follow through to completion with a high level of accuracy
- Develop a working knowledge of AGC programs, destinations, and operational processes to support the team effectively

### What You'll Offer:

- 1–3 years of experience in operations, logistics, administration, or customer service (travel or hospitality a plus)
- Bachelor's degree preferred or equivalent experience
- Exceptional attention to detail and organizational skills
- Strong written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced, deadline-driven environment
- Proactive mindset with the ability to anticipate needs and follow through
- Comfort working across multiple systems and learning new tools quickly (G-Suite required; CRM/Asana/HubSpot a plus)
- Collaborative, team-oriented approach with a willingness to step in where needed
- Interest in travel and the outdoors preferred

### Compensation, Schedule & Benefits:

This is a non-exempt hourly position. Compensation is \$20–24/hour, DOE. The schedule is generally Monday–Friday, aligned with Mountain Time business hours, with occasional evening or weekend work during peak travel periods. Benefits may include paid time off and sick leave.

### Work Environment & Physical Demands:

This is a remote role requiring a reliable internet connection and a dedicated workspace. The position is primarily computer-based, with occasional travel for team meetings or training.