

Aventouras job description

Aventouras is seeking a new full-time employee and accepting inquiries by email only.

About Aventouras

Aventouras (www.aventouras.com) provides “authentic experiences for active travelers” to seven destinations across Latin America. The company was founded in 2005 and first ran trips in 2006. In 2007 our Guatemala trip received National Geographic recognition as one of “50 trips of a lifetime.” Responsible travel is a key element of our mission, and we benefit from working with Sustainable Travel International, the tourism program of the Rainforest Alliance, and other conservation organizations. We have four part-time employees, several subcontractors in the U.S., and we work closely with partner lodges, guides, and inbound tour operators in destination countries. The new hire will be the first full-time Aventouras employee.

The job

We are seeking an energetic, dedicated, innovative person who to take over management of all internal operations. Key tasks include:

- Streamlining existing customer management operations
- Developing new itineraries across destination countries
- Revising and creating marketing materials, including website and catalog
- Managing relationships with partner companies
- Responding to customer inquiries

The above list is a starting point. The adventure travel industry is competitive, fast-paced and dynamic. Success in this position will require intrinsic motivation and creativity. While many job descriptions claim “limitless possibilities,” this position truly will be defined and grow based on the individual.

What skills and experience do we expect?

Necessary skills are:

- Excellent writing and communication skills
- Ability to work independently, to pursue projects when given a goal but limited direction, and to interact professionally with customers, partners, conservation organizations, and media
- Capacity to respond to travel inquiries and close trip sales
- Comfort with basic office software (word processing, spreadsheets)

Other skills and experience that would be useful but **are not required**:

- Knowledge of and travel experience in our Aventouras destinations
- Experience in the travel industry
- Spanish fluency

As we do not expect most candidates to have the full set of skills and experience that we are seeking, the best candidate is one who recognizes his/her skills and knowledge limitations and is strongly motivated to fill the gaps.

Other details:

- Salary will be dependent on experience.
- We provide paid holidays and vacation days. However, if you or we are closely counting vacation days and holidays we'll not consider that a good working relationship. We value both hard work and time off.
- The position is located in Evergreen, CO. The ideal candidate will be in the office most days (aside from work-related travel). A candidate who can be in the office 3-4 days per week will be considered, but this position will not be filled on a remote or off-site basis.
- Some travel to Latin America will be required; likely 3-6 weeks per year.
- Start date is flexible, with our ideal start date likely in mid- to late-October.
- Position is open until filled.

To apply:

Letter of interest and resume to jobs@aventouras.com. In your letter, look at what we do and draw on your skills and experience to explain how you will become an indispensable part of Aventouras. If writing is among your strengths, include a writing sample. Please include salary expectations.