



**POSITION TITLE:** Logistics Manager, India

**DEPARTMENT:** Tours

**REPORTS TO:** Program Manager, India

**LOCATION:** India

**POSITION SUMMARY:**

The Logistics Manager is responsible for two areas of responsibility:

- All logistical elements of cities that will be locations on the tour for a Cast of Up with People's Voices Programs
- Logistic support to Ambassador Team members to complete advance work in each of the locations identified the tour

A Logistics Manager for Up with People (UWP) is a multifaceted role requiring organizational, interpersonal, and logistical skills.

**ESSENTIAL JOB FUNCTIONS:**

Voices Tour:

- Identify, source and execute all logistical elements down to the smallest detail for efficient, seamless operational needs for the Voices tour
- Develop & maintain systems to maintain status of all logistical elements
- Communicate UWP program logistical elements to various organizations and community partners to provide logistical support for interaction by UWP
- Coordinate detailed logistics with partners, sponsors and other organizations indicating all required responsibilities for smooth operation of UWP interaction
- Create detailed logistical itinerary for tour facilitation in specific regions
- Continuous communication with partners, sponsors and community organizations prior to and during cast visit regarding logistical requirements
- Assist UWP with any necessary immigration documents when needed for international staff & participants for travel in, through and out of Country

Ambassadors' Advance Teams:

- Support ambassadors (2 per city) with logistical needs daily



- Assist in facilitating training utilizing UWP resources
- Daily check-ins with each Advance Team member reviewing status check list, coordinate updates frequently with Operations Lead from cast
- Confirm all logistical needs of Advance Team are provided by partners prior and during visit and if not, make sure they are

#### **RESPONSIBILITIES:**

- The Logistics Manager will be required to consider all logistical elements of the tour for up to 50 personnel, secure and manage appropriately
- Create tour itinerary outline that includes all logistical needs
- Assist in refining tour budget as revenue and expenses are realized including “gifts in kind”
- Knowledge of visa requirements for international participants to
- travel to tour location, providing details to team
- Obtain all necessary permits and licenses tour needs
- Confirm all logistics with team for smooth execution
- Travel with program for duration of tour

#### **QUALIFICATIONS:**

- 2-5 years logistical experience for a 25-50 personnel organization
- Proven ability to make complex decisions in challenging situations
- Fluent in local language in the region and English fluency

#### **SKILLS:**

- The Logistics Manager must be highly organized, capable of managing complex schedules, and keeping track of numerous details
- Effective communication
- Adaptability, the touring environment is unpredictable and frequent last minute changes need to be facilitated
- Negotiating skills
- Effective time management

#### **ABOUT UP WITH PEOPLE**



Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers an educational curriculum, mentorship, a capstone project, community festival, and cultural immersion.

**COMPENSATION** Salary range 52,000 to 60,000 INR monthly, dependent upon experience and qualifications

*Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.*