

Job Description – Manager of Travel

September 2026

Reports to: Director of Operations

Location: Remote

Salary Range: \$75,000-\$85,000

Role:

The Manager of Travel is a key position within PRO. This role is specifically responsible for facilitating all aspects of the Company's travel programs and ensuring they are consistent with PRO Collective Bargaining Agreements, PRO policies, and league requirements.

Supervisory Responsibilities:

- None

Main Responsibilities and Tasks include, but are not limited to:

- Design, conduct, and execute an annual review of PRO's travel policies and operations.
- Develop and implement PRO's travel program with the Travel Management Company (TMC) and various travel vendors.
- Develop and implement PRO's hotel program with the Travel Management Company (TMC) and various travel vendors for the league seasons and PRO events.
- Conduct TMC agent training, including the execution of PRO policies/protocols and the adoption of PRO IT platforms, as necessary.
- Advise and assist with travel-related CBA and policy implementation and authorizations.
- Provide instruction and support on TMC and PRO travel-related platforms to PRO travelers.
- Track and report compliance of officials regarding CBA travel-related items.
- Assist in execution of PRO events in terms of, but not limited to, hotel contract sourcing and management, rooming lists, and travel-related needs.
- Report travel-related data to PRO management and leagues.
- Assist PRO's Director of Finance & Accounting with travel-related financial reconciliations.
- Assist with travel disruptions of PRO travelers, as necessary.
- Participate in other camps throughout the year, as directed.
- Fulfill a range of other travel-related tasks, as may be required.
- Participate in and travel to PRO's Preseason Camp, staff meetings, and attend any other PRO meetings as required.

Qualifications:

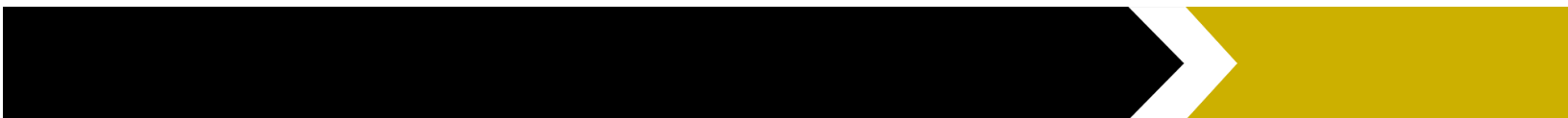
- Candidates must be currently eligible to live and work in the US or Canada.
- B.S./B.A. or master's degree from an accredited college or university.
- Minimum of 5 years of experience in the travel industry.
- Direct experience managing corporate transient travel.
- Experience with Online Booking Tool platforms.
- Advanced proficiency with Microsoft Office, cloud-based communication tools, and database platforms.
- Knowledge of travel management processes and the travel industry.
- Experience working with unionized employees and/or industries with travel requirements.
- Excellent communication, interpersonal, and relationship-building skills, with the ability to foster a positive and collaborative work environment.
- Strong analytical, problem-solving, and critical-thinking skills, with exceptional attention to detail.
- Excellent organizational and time management skills, with the ability to work effectively both independently and as part of a team.
- Ability to travel and work non-traditional hours, including evenings, weekends, and holidays.

Benefits:

- 401(k) with employer matching
- Dental, Health, Vision, and Life insurance
- Flexible Savings Account
- Gym reimbursement
- Paid time off
- Parental leave
- Qualified Transportation Plan (NYC-area)

EEO Statement:

As integral members of PRO, employees are expected to accept certain responsibilities, adhere to certain standards of personal conduct, and exhibit a high degree of personal integrity at all times. Accordingly, Equal Employment Opportunity has been, and will continue to be, a fundamental principle at PRO, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, pregnancy, genetic information, military or veteran status, sexual orientation, gender identity or expression, marital and civil partnership/union status, alienage or citizenship status, creed, genetic predisposition or carrier status, unemployment status, familial status, domestic violence victim status, caregiver status, or any other protected characteristic as established by law. This principle applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.



Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

