

EEABROAD

Title: Tour Leader

Location: Cuba

Type: Seasonal

Start Date: Ongoing (Various dates throughout the year)

Organization

At EEAbroad, we specialize in custom short-term programs in Cuba that combine rigorous academics with genuine cultural immersion. While we typically work with academic institutions, professional associations, and cultural organizations, we also provide custom cultural tours for other private groups. Each EEAbroad program is fully customized to the specific objectives of each client – program themes can include - Afro-Cuban music and dance; history, culture and politics; language; business; communications; ecotourism; sustainable agriculture.

While each program is different, our exceptional customer service and passion for genuine, cultural exchange and immersion remains constant and helps sets us apart! We are searching for candidates with similar enthusiasm and relative experience to manage our exceptional tours and help further enrich the experiences of our travelers.

Below, please find the key responsibilities of the position and the important qualifications we look for in our tour leaders. After reviewing this information, apply only if you have the necessary skills and experience.

Responsibilities

Managing an EEAbroad program is an intensive yet rewarding experience. Each Tour Leader is expected to exceed in the following tasks:

- Organize and facilitate in-country logistics, make plans, and proactively anticipate and resolve any potential issues for the group or individuals.
- Collaborate with on-site staff, local contacts, guides and drivers, academic institutions and community organizations.
- Provide program updates, itineraries, and summaries to the group, as well as set and manage expectations.
- Monitor and ensure that all travelers understand and adhere to U.S. OFAC regulations regarding legal travel to Cuba.
- Report and manage emergency situations and closely adhere to emergency procedure.
- Keep accurate expense reports and submit them and receipts in a timely manner.

Qualifications

- Bachelor's degree or higher
- Significant experience leading multi-day international group tours
- Experience living or traveling in Cuba
- Fluent in English and Spanish

- Outstanding management and organizational abilities
- Exceptional customer service and interpersonal skills
- Thrive in constantly changing situations
- Have an affinity for adventure and challenge
- High level of integrity, maturity, adaptability, patience and passion
- Certification in Basic CPR/First Aid

All applicants offered a position are required to complete a background check.

Salary and Benefits

This is a paid independent contractor position and compensation is dependent upon experience and length of program.

How to apply

For consideration, please submit a cover letter and resume to info@eeabroad.com.