



KINGSTON EVENT MANAGER

ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

DESCRIPTION

Reporting to the Kingston Regional Director, the Kingston Event Manager helps with the logistical planning and execution of Kingston region Trek for Teen events. The Kingston Event Manager will work closely with other members of the leadership team to ensure that event planning is completed efficiently and on time including initial planning, budget proposals and execution. They are encouraged to take initiative and are welcome to plan their own events based on their passions and skills.

Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in event coordination, leadership, and volunteer organization.

RESPONSIBILITIES

- Participate in regular meetings with the Kingston Regional Team (weekly), and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Help plan, organize and execute events throughout the year
- Attend meetings with updates on event planning updates and potential ideas for future successful events
- Coordinate logistics for event promotions and sponsorship with other Trek for Teens team members
- Support event coordinators and university club executives in the planning of events, fundraisers, and awareness activities
- Facilitate volunteer days with youth homeless shelters, when possible

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Strong leadership skills
- Excellent communication skills and work ethic
- Experience organizing events an asset
- Experience with Google Suite (Email, Docs, and Sheets) and Slack an asset

COMMITMENT

We expect a minimum commitment to this position for 12 months (typically September to August). However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 4 to 5 hours per week. This is a remote role, with in-person engagement for events and occasional meetings.



ACCESSIBILITY

The Trek for Teens Foundation is committed to creating a diverse, inclusive, and accessible environment for all. We welcome volunteers from all backgrounds, regardless of citizenship or residency status. If you require accommodations at any stage of the recruitment process, please let us know, and we will work with you to ensure an inclusive experience.

APPLY NOW

Send your **resume** and **cover letter** to our Hiring Manager.

SUBJECT LINE

Application: Kingston Event Manager - Firstname Lastname

EMAIL hire@trekforteens.com

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.