



Edmonton Student Engagement 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

This position reports to the Regional Director of Edmonton. You will serve as the liaison between the regional leadership team and other Trek for Teens volunteers. They are responsible for delivering school presentations, workshops, and campaigns to help raise funds, in-kind donations, and awareness for homeless youth. The Edmonton Student Engagement Manager will also ensure proper tracking of volunteers and encourage participation in Trek for Teens events. This position in the organization requires attendance at all of the regional team meetings. The ideal candidate will be able to anticipate project needs, prioritize duties and help the organization in achieving its goals and missions. The ideal candidate will be an effective team player and add value to the team by creative approaches to making the events hosted by the Edmonton region successes. Through this position, the candidate will truly be able to help the greater community while gaining hands-on experience.

RESPONSIBILITIES

- 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 executive in the planning of events, fundraisers, and awareness activities
- Facilitate volunteer days with youth homeless shelters, when possible

QUALIFICATIONS

- Has event planning experience
- Excellent communication skills and work ethic
- Experience organizing events an asset
- Strong leadership skills
- Understanding of Google Drive and Sheets



COMMITMENT

We expect a minimum commitment to this position for one year. 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 3-5 hours. This is a remote role, with occasional in-person engagement.

APPLY NOW

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

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hiring@trekforteens.com

Applications to this position will be considered on a rolling basis.

Thank you for your interest in volunteering with us. While we value every application, only candidates chosen to move forward in the process will be contacted.