



Edmonton In-Kind Donations 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 be responsible for coordinating several special projects, campaigns, and events throughout the year. In particular, the Edmonton In-Kind Donation Manager will work collaboratively on several donation drives collecting food, clothing, hygiene products, school supplies, and other items that youth shelters need. This position also requires the management of the in-kind donation collection and delivery, as well as a team of support volunteers. This position 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 mission. The ideal candidate will be an effective team player and add value to the team by creative approaches to foster in-kind donations. Through this position, the candidate will truly be able to help the greater community while gaining hands-on experience.

RESPONSIBILITIES

- Attend regular meetings
- Responsible for all logistics concerning donation drives
- Responsible for recruiting volunteers to support in-person drive activities
- Track donations and arrange delivery of donated items as necessary
- Work collaboratively within the Edmonton region to create sustainable food networks
- Report to the Regional Director regarding donation drive progress, events, yearly goals and budgets
- Effectively collaborate with various directors on the team to raise awareness and funds for youth homelessness.

QUALIFICATIONS

- Commitment and go-getter attitude
- Interpersonal skills, people management and able to work in a team
- Experience using Google Drive and Sheets
- Prior event-planning or project management experience an asset



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.