

Assistant Director of Corporate Relations

DESCRIPTION

The Assistant Director of Corporate Relations is responsible for assisting the Director of Corporate Relations in overseeing the organization and communication of companies who support or have supported the Trek for Teens Foundation. The Assistant Director of Corporate Relations will ensure that sponsorship packages and other materials are up to date, that information regarding Trek for Teens and its mission are dispersed to potential sponsors, and that all organizations which support Trek for Teens receive acknowledgement and thanks. They will be responsible for the maintenance of company relationships and the outreach to new organizations and sponsors. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in business, outreach, and corporate communication.

RESPONSIBILITIES

- Attend regular meetings
- Coordinate aspects of corporate relations for the Trek for Teens name
- Act as a first point of contact for external groups and individuals
- Coordinate sponsorship for certain events
- Communicate with organizations and businesses

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- An interest in business and corporate relations
- Good organizational skills and strong commitment
- Knowledge of professional approach to business relations

COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com