



Montreal 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

This position reports to the Regional Director of Montreal. You will help with the logistical planning and execution of Montreal region Trek for Teen events. The Montreal 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

- 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 a 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 Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@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.