



## **Assistant Regional Director of Montreal**

### **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**

The Assistant Regional Director of Montreal is responsible for assisting the Regional Director of Montreal in the coordination and organization of all regional events, activities, and outreach in the Montreal region. The Assistant Regional Director of Montreal will schedule and attend regular meetings with other Montreal members to learn of event progression and planning, budget proposals and concerns, and other ideas Montreal members may hold. They will not be responsible for creating or hosting events; rather, they will work as an advisor to event coordinators within the organization and as an organizational leader who will stay up to date on all Montreal activities.

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**

- Coordinate and attend regular meetings
- Oversee logistical plans for all Montreal events
- Act as a point of contact for external groups and individuals
- Support recruitment of new volunteers to the region
- Facilitate involvement for local participants and volunteers

### **QUALIFICATIONS**

- Dedication to the cause of youth homelessness
- An interest in leadership and project management
- Good organizational skills and strong commitment
- Love for event planning

### **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.



**TREK FOR TEENS**  
FOUNDATION

**ASSISTANT REGIONAL DIRECTOR**  
JANUARY 2025

## **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](mailto: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.