



Assistant Regional Director of Ottawa

DESCRIPTION

The Assistant Regional Director of Ottawa is responsible for assisting the Regional Director of Ottawa in the coordination and organization of all regional events, activities, and outreach in the Ottawa region. The Assistant Regional Director of Ottawa will schedule and attend regular meetings with other Ottawa members to learn of event progression and planning, budget proposals and concerns, and other ideas Ottawa 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 Ottawa 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 Ottawa events
- Act as a point of contact for external groups and individuals
- Facilitate involvement for local participants and volunteers

QUALIFICATIONS

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

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