

UofT Secretary

DESCRIPTION

Reporting to the TTF University of Toronto Club President, the Secretary will be responsible for recording all executive meetings by keeping and distributing minutes, and assisting in the general planning, organization and coordination of events. The ideal candidate will be passionate, hardworking, and interested in sponsorship, corporate relations, and fundraising. The candidate will also have excellent communication skills. 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 logistics concerning club events and/or finances
- Effectively collaborate with various club members on the Trek for Teens team

QUALIFICATIONS

- Passion for sponsorship, corporate relations, and fundraising
- Commitment and go-getter attitude
- Dedication to the cause of youth homelessness
- Prior experience an asset

TIME COMMITMENT

- 3 - 5 hours

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

UofT VP of Promotions

DESCRIPTION

Reporting to the TTF University of Toronto Club President, The VP of Promotions will create all promotional materials, manage the club's social media platforms to promote events and find opportunities for advertising online. The ideal candidate will be passionate, hardworking, and interested in sponsorship, corporate relations, and fundraising. The candidate will also have excellent communication skills. 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 advertising events, attracting participants and obtaining volunteers
- Effectively collaborate with various club members on the Trek for Teens team

QUALIFICATIONS

- Passion for sponsorship, corporate relations, and fundraising
- Commitment and go-getter attitude
- Dedication to the cause of youth homelessness
- Prior experience an asset

TIME COMMITMENT

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