



Ottawa Leadership & Outreach Manager

DESCRIPTION

This position reports to the Regional Director of Ottawa. You will serve as the liaison between the regional leadership team and other Trek for Teens volunteers. They are responsible for delivering school presentations, workshops, and campaigns to help raise funds, in-kind donations, and awareness for homeless youth. The Ottawa Leadership & Outreach Manager will also ensure proper tracking of volunteers and encourage participation in Trek for Teens events. This position in the organization requires attendance at all of the regional team meetings. The ideal candidate will be able to anticipate project needs, prioritize duties and help the organization in achieving its goals and missions. The ideal candidate will be an effective team player and add value to the team by creative approaches to making the events hosted by the Ottawa region successes. Through this position, the candidate will truly be able to help the greater community while gaining hands-on experience.

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 excel & google drive

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