



Ottawa Event Manager

DESCRIPTION

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