

## Regional Director of Edmonton

### DESCRIPTION

The Regional Director of Edmonton is responsible for overseeing and coordinating all regional events, activities, and outreach in the Edmonton region. They will oversee the development of our Trek for Teens Edmonton, including the recruitment of members, planning events, and managing all interactions with other departments. They will manage and set goals for a large regional team and will work as an advisor to event coordinators within the organization. As an executive position within Trek for Teens, they will stay up to date on all Edmonton activities, liaise with other departments, and ensure compliance to Trek for Teens policies and procedures.

### RESPONSIBILITIES

- Facilitate involvement for local participants, recruit and train volunteers
- Coordinate and attend weekly and monthly meetings (most are virtual)
- Oversee logistical plans for all regional events, provide tools and resources to event coordinators, and liaise with departmental directors to effectively execute activities
- Work with the regional team to develop and execute an action plan for the year, develop regional goals and set task completion expectations
- Create an end of year report for the region, and provide monthly update reports to the executive team on regional activities

### QUALIFICATIONS

- Dedication to the cause of youth homelessness and commitment to inclusion, engaging others through their own talents, gifts, and skills
- Demonstrated leadership experience and skills in event coordination
- Self motivated with excellent organizational and communication skills
- Effective team management and interpersonal skills
- Assets: Experience with reviewing and preparing budgets, public speaking, and Google Suite skills (Email, Docs, and Sheets)

### COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

## 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)