

Assistant Director of Leadership & Outreach

DESCRIPTION

The Assistant Director of Leadership & Outreach is responsible for assisting the Director in outreach across our regions. They help coordinate the Leadership & Outreach team to develop school presentations, workshops, and campaigns to help raise funds, in-kind donations, and awareness for homeless youth. They will also ensure proper tracking of volunteers and encourage participation in Trek for Teens events. They will be responsible for the maintenance of school and shelter relationships, and the outreach to new organizations.

Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in communications, outreach, and management.

RESPONSIBILITIES

- Attend regular meetings
- Coordinate aspects of Leadership & Outreach for the Trek for Teens name
- Act as a first point of contact for external groups and individuals
- Coordinate sponsorship for certain events
- Communicate with organizations and businesses

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- An interest in business and corporate relations
- Good organizational skills and strong commitment
- Knowledge of professional approach to business relations

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