

## Ottawa In-Kind Donation Manager

### DESCRIPTION

This position reports to the Regional Director of Ottawa. You will be responsible for coordinating several special projects, campaigns, and events throughout the year. In particular, the Ottawa In-Kind Donation Manager will work collaboratively on several donation drives collecting food, clothing, hygiene products, school supplies, and other items that youth shelters need. This position also requires the management of the in-kind donation collection and delivery, as well as a team of support volunteers. This position 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 mission. The ideal candidate will be an effective team player and add value to the team by creative approaches to foster in-kind donations. 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 all logistics concerning donation drives
- Responsible for advertising the event and attracting volunteers
- Conduct volunteer training and human resource management for the drives
- Track donations and arrange delivery of donated items as necessary
- Work collaboratively within the Ottawa region to create sustainable food networks
- Report to the Regional Director regarding donation drive progress, events, yearly goals and budgets
- Effectively collaborate with various directors on the team to raise awareness and funds for youth homelessness.

### QUALIFICATIONS

- Commitment and go-getter attitude
- Interpersonal skills, people management and able to work in a team
- Knowledge of basic advertising principles, an asset
- Prior experience an asset

## 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)**