

## Queen's University Marketing Coordinator

### ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

### DESCRIPTION

Reporting to the Queen's University Co-Chairs, the Queen's University Marketing Coordinator is responsible for advertising events and activities on social media platforms, such as Facebook, with quality content on a weekly basis.

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

- Participate in regular meetings with Queen's University team (weekly) and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Advertise events and activities
- Update the Facebook page and Instagram page with quality content weekly
- Create and maintain a positive image of the club on campus
- Create awareness and recruit volunteers
- Create good and healthy relationships with other organizations

### QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Strong social media presence and outreach skills
- Strong communication skills and work ethic
- Digital art experience is an asset
- Experience with Google Suite (Email, Docs, and Sheets) and Slack an asset

### COMMITMENT

We expect a minimum commitment to this position for 8 months (typically September to April). However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 3 to 4 hours per week. This is a remote role, with in-person engagement for events and occasional meetings.

### ACCESSIBILITY

The Trek for Teens Foundation is committed to creating a diverse, inclusive, and accessible environment for all. We welcome volunteers from all backgrounds, regardless of citizenship or



residency status. If you require accommodations at any stage of the recruitment process, please let us know, and we will work with you to ensure an inclusive experience.

## **APPLY NOW**

Send your **resume** and **cover letter** to our Hiring Manager.

### **SUBJECT LINE**

Application: Queen's University Marketing Coordinator - Firstname Lastname

**EMAIL [hire@trekforteens.com](mailto:hire@trekforteens.com)**

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.