

Queen's University Finance 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 Finance Manager is responsible for budget management, collection of receipts, arrangement of reimbursements, depositing of funds, and other finance related tasks. The Queen's University Finance Manager will seek to ensure that all members of the Queen's University team understand and follow financial policies.

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 the Queen's University team (weekly) and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Responsible for financial management of the Queen's University team including creation and managing of a yearly budget
- Responsible for organization of budget and funds
- Responsible for managing funds at all events, including collaborating with the event organizer creating an event budget, tracking receipts, and sponsorships
- Effectively collaborate with various members of the Trek for Teens team

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Good organizational skills
- Skilled with handling money and balancing budgets
- Prior experience 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 Finance Coordinator - Firstname Lastname

EMAIL 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.