

Queen's University Sponsorship 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 Sponsorship Manager is responsible for all sponsorship opportunities for the Queen's University Trek for Teens Foundation team. The Queen's University Sponsorship Manager will seek out opportunities to promote the Trek for Teens Foundation mission through various monetary and in-kind sponsorships. This position requires consistent collaboration with various directors and departments.

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 locating sponsorships and contacting corporations on behalf of the Queen's University Trek for Teens foundation team
- Responsible for contact organizations, businesses, athletic/recreational studies for donations or discounts for various in-kind and monetary sponsorships
- Develop partnerships with local organizations
- Various other logistics involved in the organization, such as attaining food and refreshments for events and tabling for events, and completion of sponsorship applications
- Update the finance coordinator on any sponsorships obtained

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Passion for sponsorship, corporate relations, and fundraising
- Commitment and go-getter attitude
- Excellent communication skills
- 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 12 months (typically September to August). 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 Sponsorship Coordinator - Firstname Lastname

EMAIL hiring@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.