



Assistant Director of Student Engagement

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

The Assistant Director of Student Engagement works alongside the Director to connect with high schools and support them in raising awareness and funds for youth homelessness. This role involves assisting with the creation and implementation of training documents, fundraising tools, presentations, and workshops to help high school Student Leaders successfully organize their fundraising events. The Assistant Director of Student Engagement will closely mentor and support students throughout the process.

Through this position, the candidate will develop skills in event planning, leadership, and communication while making a meaningful impact on the community.

RESPONSIBILITIES

- Assist with outreach efforts to engage high school Student Leaders.
- Help with the development of event plans, training documents, and fundraising tools to support students in running successful fundraisers.
- Contribute to the development and delivery of school presentations and workshops.
- Provide ongoing guidance to high school students, which may include participating in check-in meetings and answering emails.
- Attend regular meetings with the Director of Student Engagement, and monthly executive meetings (held on the 2nd Saturday of each month).

QUALIFICATIONS

- Passion for addressing youth homelessness.
- Interest in leadership, community relations, student engagement, and public speaking
- Strong organization and communication skills.
- Ability to work independently and be self-directed.
- Previous experience working with high school students is an asset.
- Experience in organizing events and fundraisers is an asset.
- Availability during weekdays (9-5 pm) is an asset.

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.

The expected weekly time commitment is 3-5 hours. This is a remote position, with occasional in-person engagement. This is an entirely volunteer role.



APPLY NOW

Send your **resume** and **cover letter** to our Assistant Director of Human Resources.

SUBJECT LINE

Application: Assistant Director of Student Engagement - Firstname Lastname

EMAIL ad.hr@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.