



POSITION AVAILABLE

TRAIL ADMINISTRATIVE ASSISTANT

ABOUT US

Winding its way through every province and territory the Trans Canada Trail is the world's longest network of multi-use recreational trails, stretching more than 27,000 kilometres and showcasing Canada's diverse landscapes and cultures. It is a connector of people and communities, a national unity endeavour that brings together Canadians and visitors from all walks of life, enhancing their quality of life and the communities where they live, work and play. Supported by donations, it links over 15,000 rural, urban and Indigenous communities from coast to coast to coast. Our national trail is managed by local trail groups and partners who work in conjunction with Trans Canada Trail, a registered charity.

ROLE DESCRIPTION & REPORTING RELATIONSHIPS

The Trail Administrative Assistant reports to the Vice-President, Chief Trail Experience Officer. This position is integral to managing the administrative responsibilities of the Trail unit through: ensuring that information associated with Trail programs and projects is kept up to date and accurate, and monitoring all requests and enquiries related to the Trans Canada Trail, both within the organization and from the general public. This position may operate from a home-based office.

KEY RESPONSIBILITIES

- Manage the administrative work associated with Trail programs and projects, and Trail-related activities. Specific responsibilities include, but are not limited to, the following:
 - Maintain trail, project, account and contact information in the Salesforce database
 - Create Trail-related reports and presentations for the Trail unit, management and the Board of Directors
 - Ensure that the Trail project cash flow forecast is accurate, and that payments are made according to the assigned schedule
 - Liaise with the accounting department to reconcile Trail financial information
 - Identify suppliers and create purchase orders
- Respond to Trail-related enquiries from individuals outside of the organization
- Provide Trail information to members of the Trail team and other units within the organization
- Assist members of the Trail team in coordinating with local Trail operators and stakeholders



KNOWLEDGE, SKILLS & ABILITIES

- Excellent writing skills, and good communication and presentation skills
- Advanced MS Office skills
- Good knowledge of Salesforce and Power BI
- Highly organized
- Detail oriented
- Ability to work both independently and as a team player
- Data management and basic coding experience
- Basic bookkeeping knowledge

EXPERIENCE & EDUCATION

- Bilingual: French and English (written and spoken)
- College degree or equivalent
- Minimum of 5 years of related experience

HOW TO APPLY

Please submit your resume, cover letter and salary expectations in confidence to:

Email: project@tctrail.ca

Attn: Trail Administrative Assistant

Application deadline: June 18, 2021

Trans Canada Trail is proud to be an equal opportunity employer. Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Trans Canada Trail.