



Trans Canada Trail

Job posting

Position:	Coordinator, Infrastructure and Signage
Position Type:	Permanent
Location:	Home-based
Experience:	Minimum 2 years
Reports to:	National Manager, Infrastructure and Connection
Application Deadline:	November 15, 2021
Start Date:	As soon as possible

Our Mission

As the longest trail network in the world, the Trans Canada Trail connects Canadians and visitors to nature and to one another, from coast to coast to coast, through accessible and inclusive outdoor activities. Through collaboration and partnerships, we build, maintain and steward Canada's national trail – a unique collection of urban and rural trails.

Our Vision

Building on the achievement of connection, the Trans Canada Trail will continue to inspire everyone to embrace the outdoors, to discover the diversity of our land and people, to enhance their health and well-being, and to share their stories along this globally significant and iconic trail network.

The Opportunity

This is an exciting opportunity to join the organization in the role of Coordinator, Infrastructure and Signage. As part of our strategic plan, this role is instrumental in the development and enhancement of the Trans Canada Trail network. This includes the coordination and implementation of network infrastructure and signage projects, undertaken or funded by TCT, and the gathering of general information about the state of the Trail from trail operators across the country.

Key Responsibilities

Infrastructure and Signage Project Management

- Promote projects and assist trail operators for program applications
- Receive and review program applications, project documentation, and progress and final reports
- Assess trail infrastructure and signage projects and provide an accurate analysis, overview and recommendation
- Work to ensure the network remains connected and viable by feeding the project pipeline
- Be proactive in fostering new projects for continual trail improvement and enhancement
- Manage and monitor the progress of projects, with special attention to schedules and budgets

- Maintain an accurate cash flow and meet deliverables
- Provide recommendations on project implementation, including Trail registration, deregistration, reroutes, extension development and funding
- Research and assist in the development of new projects and partnerships

Ensure TCT recognition is in place for all assigned projects

Planning, Budget and Administration

- Support the National Manager with the implementation of projects and annual plan deliverables
- Collaborate with the National Manager to develop applicable annual plans and budgets

Staff & Leadership

- Communicate and support other TCT departments and staff
- Participate in regular staff and Trail Team meetings, as required

Other

- Perform other job-related tasks as required

Qualifications & Skills

- Minimum 2 years' experience
- University degree or equivalent
- Related project coordination experience
- Experience in trail design or construction and signage implementation
- Ability to communicate effectively verbally and in writing
- Ability to build and maintain professional relationships with partners, stakeholders and other agencies, both internal and external
- Ability to communicate complicated, potentially controversial and timely messages, when faced with multiple considerations
- Results-oriented, deriving satisfaction from milestone achievements
- Ability to travel, as required
- Ability to work independently in a remote environment
- Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong knowledge of Salesforce, GIS and mapping systems, with experience in ESRI an asset
- Bilingual (English/French) an asset

How to apply

Please submit your resume, cover letter and salary expectations in confidence to: projects@tctrail.ca before **November 15, 2021**.

Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Trans Canada Trail.