

Trans Canada Trail

Job posting

Position:	Coordinator, Community Development
Position Type:	Permanent
Location:	Home-based
Experience:	No specific experience is identified for this position – see qualifications below.
Reports to:	National Manager, Infrastructure and Connection
Application Deadline:	June 24, 2022
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, Community Development. 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 connection projects in all provinces and territories, 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

Coordination and Implementation

- Assist trail operators nationally with participation in TCT initiatives and programs that address Trail connection
- Receive and review program applications, project documentation, and project reports
- Assess trail maintenance projects and provide an accurate analysis, overview and recommendation
- Work to ensure the network remains connected and viable by collaborating with Trail groups on specific needs, programs and projects
- Contribute to the development and coordination of a national trail volunteer program

- 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
- Collaborate with the National Manager to develop applicable annual plans and budgets

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

- 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)
- No experience or degree requirements are identified for this position. We encourage applications from all candidates who think they have the training, knowledge, skill and experience related to the job and its responsibilities.

How to apply

Please submit your resume, cover letter and salary expectations in confidence to: project@tctrail.ca before **June 24, 2022**.

We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted

regarding this competition, please advise us in a timely fashion, of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received related to accommodation measures will be addressed confidentially.

We are an equal opportunity employer and encourage applications from women, members of a visible minority group, Indigenous Peoples and persons with disabilities.

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