



POSITION AVAILABLE

COORDINATOR, INFRASTRUCTURE & SIGNAGE

OPPORTUNITY OVERVIEW

Position:	Coordinator, Infrastructure & Signage
Position Type:	Full-time
Location:	Remote from home, resident in Canada
Team:	Trail Team
Reports to:	Manager, Infrastructure & Signage
Start Date:	September 2024

ABOUT US

Our vision is 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 Trans Canada Trail (the Trail) is the longest interconnected network of multi-use recreational trails in the world, spanning over 29,000 kilometres on land and water. Linking three oceans – the Atlantic, Pacific and Arctic – the Trail connects 15,000 rural, urban and Indigenous communities across every province and territory. It is a ribbon that connects Canada's diverse landscapes, seasons, people and experiences, and fosters unity, collaboration and connectedness.

Trans Canada Trail (the organization) is a registered charity that stewards this national trail in collaboration with community-based partners. With funding from the Government of Canada through Parks Canada, and investments from all levels of government and generous donors, Trans Canada Trail is the largest investor in trail infrastructure projects in Canada, supporting improvements, growth and enhancements for the benefit of generations to come.

Trans Canada Trail staff are community-minded and believe in the benefits of outdoor recreation opportunities for all. Our skills are diverse – from trail development and signage expertise to philanthropy, communications and marketing, and organizational administration. We're a geographically dispersed team, located in many different places in Canada, but closely connected through technology and a sincere effort to build and maintain effective working relationships with one another.

ABOUT YOU

You are passionate about the health and well-being of people and communities. The talents and skills you bring to your work are valued by your colleagues and you're always interested in learning something new. You enjoy working remotely and online, using digital platforms to think creatively and work collaboratively, and you believe in the importance of work/life balance.

ABOUT THE ROLE

This is a fantastic opportunity to join Trans Canada Trail! The Coordinator, Infrastructure & Signage is an important role within our Trail team to assist in the management of trail, signage and tree-planting projects throughout the national trail system, as required. You'll be reporting to Manager, Infrastructure & Signage and working closely with the entire Trans Canada Trail team to support the strategic goals and objectives of the organization.

This position is open only to residents of Canada, who are eligible to work in Canada.

KEY RESPONSIBILITIES

Planning and Administration

- Support the Manager with the implementation of programs and annual plan deliverables
- Collaborate with the Manager to develop applicable annual plans and budgets
- Ensure success of the Trail Funding Program and the *Planting for Tomorrow* Program
- Provide administrative support

Project Coordination

- Promote programs and aid Trail groups with funding applications
- Receive and review project applications, documentation and reports
- Assess projects, and provide accurate analyses, overviews and recommendations
- Be proactive in fostering new projects and partnerships for continual Trail improvement
- Monitor the progress and ensure the management of projects, with special attention to schedule and budget
- Maintain an accurate cash flow and meet deliverables
- Provide recommendations on project implementation

Operator, Group, User, Partner and Stakeholder Relations

- Attend events and meetings, and conduct Trail visits, as required
- Maintain strong, coordinated and positive relationships with project partners, local trail operators, provincial and territorial partners, stakeholders and the public
- Provide and share information on issues or updates affecting the Trail

Staff and Leadership

- Communicate with and support other Trans Canada Trail teams and staff, as required
 - Ensure Trans Canada Trail recognition is in place for all assigned projects
 - Participate in regular staff and Trail team meetings
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DESIRED EXPERIENCE, KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Strong project management and multi-tasking skills; able to effectively manage competing priorities and remain focused to meet deadlines
 - Experience and knowledge in one or more of the following: trail design, construction methods, signage implementation, forestry, sustainability and nature-based solutions
 - Demonstrated sound judgement and problem-solving skills; able to be proactive in identifying issues and opportunities
 - Close attention to detail and results oriented
 - Excellent written and verbal communication skills, in both English and French preferred
 - Highly personable and able to build and maintain professional relationships with colleagues, partners, stakeholders and other agencies
 - Willingness to adapt to change, and commitment to continuous learning and improvement
 - Demonstrated ability to work autonomously and as part of a team in a complex, changing, deadline-oriented environment
 - Excellent computer skills, with elevated level of comfort in MS Office Suite and CRMs, Salesforce experience preferred, and a desire to learn and work within the latest programs and online environments, as needed
 - Post-secondary education preferred
 - 2+ years' experience
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COMPENSATION PACKAGE

We offer a compensation package that includes:

- Hiring salary of \$58,000 per year
 - Contributions to group RRSP
 - Insurance: health, dental, long-term disability and life insurance
 - Employee Assistance Program (EAP)
 - Flexible work location (within Canada) and hours of work
 - Generous paid vacation, holidays and sick leave
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COMMITMENT TO INCLUSION AND EMPLOYMENT EQUITY

Trans Canada Trail is a proud equal opportunity employer, and we are committed to creating a respectful, inclusive and barrier-free workplace that allows everyone to reach their full potential. A diverse workforce is key to our success, and we understand that different experiences, expertise and diversity of thought create better opportunities to understand the world we share.

TO APPLY

We value a staff team made up of people with diverse voices and experiences and welcome your application if this role calls out to you. If you already have the skills and experience that we've asked for, great. But we also consider potential – so if you don't have those exact skills yet, but you have the know-how and desire to develop them, know that we support professional growth, and this role may still be a great match for you – so don't be shy about applying.

Applications will only be accepted from residents of Canada, who are eligible to work in Canada.

- **Please send resume and cover letter to hr@tctrail.ca.**
- **The deadline for submitting your application is: August 8, 2024**

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

Trans Canada Trail is committed to the full inclusion of all qualified individuals. As part of this commitment, Trans Canada Trail will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Manager, Human Resources at hr@tctrail.ca.

LEARN MORE

Website: <https://tctrail.ca>

Facebook: <https://www.facebook.com/TCTrailSentierTC>

X: <https://x.com/TCTrail>

Instagram: <https://www.instagram.com/transcanadatrail>

LinkedIn: <https://www.linkedin.com/company/trans-canada-trail/>