

The Great Trail/Le Grand Sentier – created by Trans Canada Trail – is the longest network of multi-use recreational trails in the world. It is used by millions of Canadians and international visitors to experience our country’s legendary wilderness, cycle historic rail trails, explore provincial and territorial capitals, canoe the routes of early explorers, visit national and provincial parks and historic sites, commute to and from work, and enjoy the benefits of safe, healthy, active living.

Trans Canada Trail (TCT) is responsible for facilitating the planning and development of The Great Trail, working closely with provincial/territorial partners and local trail groups and municipalities; raising funds for local and national trail initiatives; and marketing and promotion of the Trail.

Trail Project Officer (1-year contract - parental leave replacement)

Working from the head office, located in Montréal, Québec, the Trail Project Officer (TPO) reports to the Vice-President, Trail Development and Management (VPT). The TPO plays an integral role in managing the administrative work and communications associated with the development, enhancement and maintenance of The Great Trail.

II. Key Responsibilities:

- Manages the administrative work associated with Trail programs/projects and Trail-related activity
- Manages Customer Relationship Management (CRM) database (Salesforce)
- Ensures that Trail project files are kept up-to-date and produces reports as required
- Ensures general communication and maintains relationships with approximately 500 Trail groups/municipalities across the country that own and/or operate sections of The Great Trail, through regular telephone and email communication
- Assists the VPT in the preparation of documents and reports for the TCT Board and Trail Projects Committee
- Assists other members of the Trail Team as required
- Schedules and produces minutes from meetings
- Ensures regular communication with provincial and territorial partners
- Provides information and develops written material on Trail sections for resource development, communications & government relations. Coordinates and manages requests from other TCT departments
- Performs other job-related tasks as required

III. Knowledge, Skills & Abilities

- Good communication skills
- Excellent written communication and presentation skills
- Advanced MS Office skills including Excel, Word and Access
- Highly organized
- Able to work both independently with minimal direction, and as a team player
- Bilingual (written and verbal)
- Results oriented and derives satisfaction from milestone achievements

IV. Experience & Education

- University degree or equivalent
 - 2 years of related experience necessary
 - Customer relationship management experience
 - Experience working with a CRM software
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We thank all applicants for their interest in Trans Canada Trail; only those candidates selected for an interview will be contacted.

Please submit your resume in confidence by February 1, 2019

Trans Canada Trail
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