

POSITION AVAILABLE: **TRAIL LIAISON OFFICER**



Trans Canada Trail
Sentier Transcanadien

MISSION: We will promote and assist in the development and use of The Great Trail of Canada – created by Trans Canada Trail and our partners – by supporting success at the local level in the continued improvement and enhancement of this national network.

Who are we?

Trans Canada Trail's dream of a cross-country trail was 25 years in the making, and was achieved in 2017 with the help of our partners, donors and all levels of government. The Great Trail of Canada now consists of more than 27,000 kilometres of multi-use trails, and links over 15,000 communities across the country. Our mission is to continue to enhance and improve the Trail by garnering support and continuing to nurture valuable relationships with Trail enthusiasts and partners across the country.

Role Description & Reporting Relationships:

As the Trail Liaison Officer, you report to the Vice-President, Trail Development and Management. You play an integral role in managing the administrative work and communications associated with the Trail community that is involved in the operations and visitor management on The Great Trail, and within the organization.

This position operates from a home-based office.

Your key responsibilities are:

- Managing the administrative work associated with Trail programs and projects, and Trail-related activities, including keeping our Salesforce system up to date, and assisting in preparing reports and preparations for Board and committee meetings
- Ensuring general communication and maintaining relationships with the approximately 500 Trail organizations across the country that operate sections of the network
- Supporting the Trail Team in liaising with local Trail operators, or in other tasks, as required
- Providing information to and developing written material on the Trail for other TCT units

What knowledge, skills & abilities you need:

- You have excellent writing skills, and good communication and presentation skills
- You have advanced MS Office skills, and have a good knowledge of Salesforce and PowerBI
- You are highly organized
- You are able to work both independently with minimal direction, and as a team player

We are looking for a candidate that:

- Has a university degree or equivalent
- Has a minimum of 2 years of related experience
- Is bilingual: French and English (written and verbal)
- Has accounting knowledge

TheGreatTrail.ca | LeGrandSentier.ca

Commitment to diversity & employment equity

We are committed to equity in our policies, practices and programs, supporting diversity in our work environment, and ensuring that applications for members of underrepresented groups are seriously considered for all positions. All qualified individuals who would contribute to the further diversification of the TCT community are strongly encouraged to apply.

We are committed to ensuring that our internal policies, practices and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect and equal access for all employees. Through our processes and practices, we are working to eliminate barriers to employment for people who are usually underrepresented in Canada's workforce – Indigenous people, people of colour and people with disabilities.

Please submit your resume in confidence by **December 14, 2020**.

Email: project@tctrail.ca

Subject: Trail Liaison Officer

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