

NS Trails - Trail Strategy Project Manager

The Nova Scotia Trails Federation (NS Trails) is a volunteer, membership-based registered charity, a resource for trail stakeholders, and a forum to facilitate the cooperative building, maintaining, and enjoyment of trails in our province. Our Vision is a diverse and vibrant trails community in Nova Scotia that works respectfully and collaboratively so that all Nova Scotians and visitors have easy access to safe and enjoyable trail experiences. NS Trails is also the lead provincial partner for The Great Trail in Nova Scotia. www.nstrails.com.

NS Trails is looking for an enthusiastic, high energy, super-organized professional to manage the projects we undertake to assist with the implementation of the newly released Shared Strategy for Trails in Nova Scotia. [Shared Strategy for Trails in Nova Scotia](#)

The Trail Strategy Project Manager (TSPM) will be responsible for:

- managing a Trail Patrol program review
- providing administrative support to the soon to be formed Trails Strategy Coordinating Group (TSCG)
- managing the NS Trails' Conference planned for the fall of 2020 working closely with and supporting our volunteer Conference Coordinating Committee
- managing other Trails Strategy initiatives undertaken by NS Trails during the fiscal years 2020 to 2022.

The successful candidate will report to the CEO of NS Trails and work closely with volunteer leaders and partners. The TSPM will work as an independent contractor from a well-equipped home office and will possess a valid drivers license and reliable vehicle. Proof of Business General Liability Insurance is a requirement of this contract position.

Qualifications, Skills & Abilities

- Experience working with volunteers and government
- Proven experience managing multiple projects successfully
- Impressive written and verbal communication skills
- Compelling presentation skills
- Strong interpersonal, time management and organizational skills
- Ability to work independently with minimal supervision
- Resourceful with strong problem solving ability
- Possess a university degree or community college diploma in a related field
- An interest in trails and trail development and management

Please submit a cover letter and resume to the attention of NS Trails, Chief Executive Officer, Vanda Jackson vanda@nstrails.com by February 11, 2020. **No phone call please.** We thank all applicants for their interest; however, only those considered for an interview will be contacted.